



MUSEUM OF DISCOVERY AND SCIENCE

JOB DESCRIPTION

POSITION TITLE: Security Administration

ACCOUNTABILITY: Sr. Director of Facilities Operations

SUMMARY:

Seeking part time security administration employee for the Museum Building. Receive vendor deliveries, sorts daily mail and packages including UPS, FED Ex, etc. and delivers outgoing mail to post office nightly. Calls to discontinue excess junk mail and other items for terminated employees. In charge of documenting lost & found items, keeping track of vehicle logbook, and notifies Sr. Director of Facilities Operations of needed gas, cleaning, and other vehicle maintenance schedules. First point of contact for first aid. Make security badges for new hires. May answer concierge overage calls.

QUALIFICATIONS: High School Graduate or GED with administrative skills. Good to excellent computer skills and thorough command of the English language. Must have excellent organizational skills. Must have vehicle.

RESPONSIBILITIES:

- 1) Assist vendors, contractors, and guests entering through the loading dock entrance, ensuring proper access procedures are followed.
- 2) Create, issue, and maintain employee, vendor, and guest security badges.
- 3) Maintain and update maintenance request records, logs, and related documentation.
- 4) Receive incoming deliveries and coordinate outgoing shipments, including U.S. Mail and courier pickups.
- 5) Organize incoming packages, letters, and other materials; notify employees of deliveries and maintain package tracking records.
- 6) Deliver outgoing mail to the U.S. Postal Service on a daily basis.
- 7) Perform radio dispatch functions and coordinate communications as needed.
- 8) Register and track vendors, contractors, and guests entering and exiting the facility.
- 9) Provide administrative support to the Senior Director of Facilities Operations.
- 10) Report alarms, incidents, safety concerns, and security-related issues to the Senior Director of Facilities Operations, COO, Human Resources, or other designated personnel.
- 11) Monitor video surveillance systems and support security operations as needed.
- 12) Administer basic first aid when necessary and complete required incident reports.
- 13) Perform additional duties as assigned and qualified.

COMPETENCIES:

- Customer Service Orientation
- Communication Skills
- Attention to Detail
- Organizational Skills
- Security and Safety Awareness
- Administrative Support
- Teamwork and Collaboration
- Technology Proficiency
- Dependability and Accountability
- Emergency Response Readiness

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities.

WORK ENVIRONMENT:

This job operates in a professional museum environment. Will need to work with modern technology including walkie talkie radio, computer, safe, and other various job tools.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time, hourly position, 40 hours per week. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. May have opportunity to work some evenings, weekends and holidays for special events.

TRAVEL:

Must have own vehicle to deliver mail to post office daily.

REQUIRED EDUCATION AND EXPERIENCE:

Must have high school diploma or GED.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

Must have a valid driver's license and own vehicle.