

**Briscoe Western Art Museum
San Antonio, Texas**

Position Description

Protective Services Assistant Supervisor

Reports To: Senior Head of Protective Services

Fair Labor Standard Act Status: Full-time, non-exempt position

Department: Protective Services

POSITION SUMMARY

The Protective Services Assistant Supervisor reports to the Senior Head of Protective Services. The primary responsibility of this position is to assist, develop, and maintain a safety program designed to protect all items on the museum premises, including works of art, equipment, supplies and furnishings, museum personnel, and visitors. The campus is an approximately 60,000 square-foot museum, comprised of the newly renovated historic 1930 city library building, the Jack Guenther Pavilion, and the McNutt Sculpture Garden.

ESSENTIAL FUNCTIONS

- Assist with managing and assigning work schedules and processing timesheets when necessary.
- Assist with governing directives and standard operating procedures.
- Work closely with Executive Management Team and senior staff in developing criteria for risk management standards.
- Assist with managing departmental budget.
- On the point of contact list for emergency/alarm monitoring system calls, and required to respond when necessary.
- Assist with managing security alarms with appropriate personnel.
- Assist Protective Services Supervisor and work closely with all departments to coordinate security for events.
- Perform other related duties as required.

SKILLS AND QUALIFICATIONS

- Bachelor's degree or equivalent work experience is preferred.
- Experience in security and/or safety management, including two years of supervisory experience.
- Knowledge of principles and practices of federal, state, and local law, code and regulations applicable to the work, and regulations applicable to safe work practices/procedures.
- Excellent communication skills and demonstrated leadership ability required.
- Work independently with minimal supervision and able to prioritize tasks.
- Exhibit exceptional organizational and customer service skills.
- Must possess a valid driver's license and good driving record.
- Able to use a two-way radio.
- Must be able to pass a positive background check.

OTHER FUNCTIONS

- Ensure that the highest quality work is carried out in all aspects of the department's management and activities.
- Work as a dynamic team leader and member to foster interdepartmental work and relationships.
- Serve as an ambassador for the Museum in communicating and furthering the mission and goals of the Museum.

WORKING CONDITIONS

Position requires physical mobility and stamina. Involves long periods of standing, walking, and/or sitting; frequent stooping and bending. Must be able to lift 25 pounds and pushing up to 75 pounds with the assistance of a cart. Evening, weekend, and holiday work may be required, but will be arranged in advance.

Interested parties can send a cover letter and resume using any one of these methods.

Facsimile/FAX

Subject: Protective Services Assistant Supervisor

Fax Number: (210) 299-4118

or

Email

Subject: Protective Services Assistant Supervisor

info@briscoemuseum.org