

# Control Center Security-2<sup>nd</sup> Shift

## Control Center Security – 2<sup>nd</sup> Shift

<b>Status:</b> Hourly	<b>Pay:</b> \$15.00
<b>Days:</b> Tuesday – Saturday; 4:30pm-1:00am	
<b>Status:</b> Full-Time	<b>Updated:</b> 05.14.26

The Control Center Security guard position maintains the safety and welfare of all employees, visitors, and artwork by monitoring the buildings and grounds via camera and takes appropriate action when irregularities are seen.

### Specific Responsibilities:

#### Control Center

- Monitors guests in the Museum and on the grounds to detect safety issues, potential safety or security concerns using closed circuit television monitors. Notifies floor security guards via radio of the need for corrective action or if irregularities are seen. Verifies all cameras are operational and are positioned correctly for area monitoring.
- Monitors alarm panel and fire alarm system and takes appropriate action based on incident. Responsible for initiating and following the guidelines and calling in EMSA, fire, 911 or incident report for the Museum based on the emergency.
- Maintain detailed log by typing entries into computer.
- Control distribution and maintain property and logs for company vehicle keys, building access badges, radios, safety vests, flashlights, and all other items necessary.
- Responsible for checking-in vendors and visitors entering museum through lower-level dock areas by reviewing documents and making sure all visitors are logged in.
- Keeps dock traffic moving so all have equal and ready access to the facility and make sure only authorized vehicles are at the dock.
- Greets visitors and answers phone in positive and professional manner and provide appropriate information or transfer to appropriate extension.
- Ensures operation of equipment by reporting equipment issues to leadership.
- Attendance is important to the safety of the museum, staff and visitors depends on this position.
- Understands when to escalate an issue to leadership.
- Responsible for logging and tagging lost and found items.
- Contributes to team effort by accomplishing related duties as needed.
- Administer NCWHM guidelines and emergency procedures, effectively assisting with difficult situations and emergency response, including evacuations and shelter-in-place events.

#### Requirements

- 2 years Prior Security Experience
- Great customer service to employees and guests.

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- Ability to communicate on radio clearly to patrol guards and can hear and understand what is said.
  - Ability to sit and watch computer TV monitors for long periods of time and stay focused on keeping the Museum, visitors and staff safe.
  - Proficient ability to type and use a computer.
  - Sharp technical mind and capable of working with all different models of video equipment, computers and radios and finger dexterity to type reports on a computer.
  - Ability to learn museum policies and calmly respond to emergency procedures.
  - Ability to proactively interact with visitors and provide guidance on NCWHM guidelines.
  - Ability to conduct detailed inspections in accordance with NCWHM procedures.
  - Ability to fill out forms accurately and completely.
  - Strong verbal communication skills
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The Museum is a tobacco free location.

A uniform is required for this position. Uniform shirts will be provided.

This position is classified as a “safety sensitive” position by the National Cowboy & Western Heritage Museum in accordance with the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. If a “safety sensitive” employee tests positive for marijuana, even if such employee has a valid medical marijuana license issued by the State of Oklahoma, the employee will be removed from performing their safety-sensitive functions and appropriate disciplinary actions will be taken, up to and including termination.

## **MISSION STATEMENT**

The National Cowboy & Western Heritage Museum preserves and interprets the evolving history and cultures of the American West for the education & enrichment of its diverse audiences of both adults and children.

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Employee Signature

Date

I have reviewed this job description, and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.