

## Human Resources

### **JOB OPENING**

**June 11, 2009**

**POSITION TITLE: SUPERVISOR I, SECURITY COMMAND CENTER – NIGHT SHIFT**

**REPORTS TO:**

Senior Supervisor, Security Command Center

**STATUS:**

Full-time, non-exempt; need flexible schedule to include primarily evening and weekend shifts but will also cover day shifts for vacations, sick days, etc.

**JOB RESPONSIBILITIES:**

1. Supervise Security Command Center employees as assigned.
2. Ensure all policies, procedures and guidelines of The Nelson Gallery Foundation and the department are followed.
3. Train and mentor officers; develop skill sets of officers; assign and assist with schedules.
4. Plan each day of Museum activity by checking calendars and planning/responding accordingly.
5. Utilize good judgment by reacting to the changing conditions in the Museum.
6. Respond to all emergency situations according to set procedure; conduct initial investigation of incidents.
7. Keep departmental management informed of daily/ongoing situations.
8. Work with departmental management to develop individual performance improvement programs and also implement disciplinary actions when necessary.
9. Supervise night and weekend shifts; fill in for other officers on their scheduled time off.
10. Will be on-call to fill in shifts as necessary; must be able to work all shifts.

**JOB REQUIREMENTS:**

**Minimum:**

- Prior experience in a position providing excellent customer service to the public is a must.
- Associate's degree or equivalent combination of coursework and experience considered.
- Must possess a minimum of two years supervisory experience.
- Must have excellent verbal and written communications and public relations skills.
- Work independently, use good judgment, demonstrate strong initiative and interact with all employees and visitors in a polite and courteous manner.
- Must have the ability to work all shifts and be flexible with scheduling.
- Will be required to be on-call and carry a provided mobile telephone.
- Must maintain confidentiality.
- Will be required to work overtime when needed.
- Must be able to obtain a city license.
- Ability to handle necessary equipment, including telephones, and SCC equipment.

- Solid computer skills.

Preferred:

- Training in CPR and First Aid a plus.

Physical Requirements:

- Must be able to stand and remain alert for extended periods of time; must be able to walk the complete building and stand and climb stairs and ladders when making rounds; must be able to respond quickly and correctly to all emergencies.
- Must have normal sight and hearing acuity.

**TO APPLY:**

Please send cover letter, resume and salary history (required for consideration) and/or application ([nelson-atkins.org/images/PDF/employment\\_application.pdf](http://nelson-atkins.org/images/PDF/employment_application.pdf)) to: Supervisor I Command Center, Human Resources, The Nelson-Atkins Museum of Art, 4525 Oak Street, Kansas City, MO 64111; or email to: [hrrecruiter@nelson-atkins.org](mailto:hrrecruiter@nelson-atkins.org). Fax: (816) 561-3144.

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**INTERNAL APPLICANTS:**

Internal candidates will receive first consideration if they meet the minimum requirements. In addition to submitting the above materials, please fill out a job posting application. This can be found on the intranet or it is available at the Security Command Center. ***On your application we strongly encourage you to specifically address how you meet the requirements of this position and draw parallels or similarities to responsibilities and experience you possess.***

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