



MILWAUKEE
JEWISH FEDERATION

JOB DESCRIPTION

SECURITY MANAGER

Department: Administration

Reports to: Director of Security and Community Properties

FLSA Status: Exempt

Work Status: Full time

About the Organization

Since 1902, the Milwaukee Jewish Federation (MJF) has demonstrated the power of collective giving by raising and investing financial resources to make the world a better place. Each year we distribute about \$20 million to Jewish and other nonprofit organizations. Funds come primarily from our \$7 million annual campaign and our \$200 million Jewish Community Foundation. In addition to fundraising, we have several direct service programs like Jewish Museum Milwaukee, which served 30,000 remote visitors this past year; the Nathan and Esther Pelz Holocaust Education Resource Center, which reached over 45,000 last year; and the Wisconsin Jewish Chronicle, serving the Jewish community across the state. We are committed to the principles of Klal Yisrael (the collective unity of the Jewish people), Tzedakah (the obligation to care for one another) and Tikkun Olam (improving the society in which we live). Learn more about the Milwaukee Jewish Federation <https://www.milwaukeejewish.org/>

Summary/Objective

The Security Manager Maintains safe and secure environment for customers and employees by patrolling and monitoring premises and personnel. Performs security and facility related functions as directed by Director of Security and Community Properties.

Essential Functions

- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting building, equipment, and access points; permitting entry.
- Obtains help by sounding alarms.
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
- Maintains environment by monitoring and setting building and equipment controls.
- Maintains organization's stability and reputation by complying with legal requirements.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
- Contributes to team effort by accomplishing related results as needed.

- Provides delivery and off-site services as directed by supervisor
- Protecting stipulated people and locations from harassment, physical attack, vandalism, and other forms of abuse or unauthorized treatment.
- Ensuring our weapon is well maintained and secure at all times.
- Utilizing your weapon in times of extreme attack, when non-violent options have been exhausted.
- Completing and submitting incident reports after noteworthy developments.
- Recording details of each person who visits facility, if applicable.
- Ensuring that security equipment and measures are suitable, and that they remain in excellent working condition at all times.
- Implementing new security measures, if needed.

Additional Functions

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, and efforts associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (i.e. changes in personnel, workload, or technological developments)

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Experience

- High school diploma/GED
- Registered as a Security Officer or current or former* Law enforcement. *If former law enforcement must carry an HR218 certification
- Outstanding surveillance and observation skills.
- Maintain Annual Hand-Gun Qualification Standard set forth by the Wisconsin Department of Justice
- Willing to participate in requested training

Required Skills/Abilities

- Excellent communication skills
- Ability to exercise good judgement
- Working knowledge of public safety, security operations and procedures.
- Knowledge of state laws and regulations
- Trained in First Aid and self-defense
- Clear criminal record
- Strong commitment to the well-being of others
- Excellent decision-making abilities.
- Ability to work calmly and efficiently, particularly when under duress.

Supervisory Responsibility

- This position has no supervisory responsibility

Work Environment

- This job operates in various working conditions, at times under uncomfortable circumstances, noise and unreasonable work hours. This role frequently uses standard security and safety systems including extensive check in- process, systems checks, security cameras and stations and experience to know the appropriate use of a firearm.

Physical Demands

- This would require the ability to lift boxes, bend, reach, stoop or stand as necessary. On rare occasions it may be necessary to lift and/or move up to 50 pounds, usually waist high. Excellent mobility, vision and dexterity is required for this role.