

The Nelda C. and H.J. Lutcher Stark Foundation is seeking a Full time Commissioned Security Officer. Security Officer will guard, patrol, and monitor assigned areas at the Stark Cultural Venues and Stark Foundation, including interior and exterior premises, to (1) protect and preserve people and property, including collections; (2) deter and prevent illegal, prohibited or inappropriate activities or conduct; (3) enforce rules and regulations; and (4) respond effectively and safely to emergency situations on Foundation property.

**Primary Job Duties and Responsibilities:**

- Provide visual deterrent to illicit, illegal, or inappropriate activities through on-site presence and patrols.
- Remain vigilant at all times and be prepared to react immediately and effectively to situations and circumstances that may occur.
- Protect people and property, respond effectively and safely to emergencies, and maintain order.
- Ensure compliance by employees, visitors, vendors and other third parties with rules, regulations, and related policies and procedures.
- Protect Stark Foundation collections, equipment, property and plantings against unauthorized handling, touching, or other contact by persons, or other exposure risks.
- Perform daily visual inspections of the interior and exterior of assigned venue.
- Monitor and authorize entrance and departure of employees, visitors, vendors and other persons.
- Observe activities and conduct of all persons in and around assigned property.
- Monitor, note, report and investigate suspicious or problematic persons and situations, safety hazards, potential threats, and unusual activities anywhere around assigned venue.
- Monitor video surveillance and alarm systems for assigned venue.
- Notify Lead and Security Management communicate as appropriate with Base Security; call and direct emergency responders in emergency.
- Respond briskly to emergency or urgent situations on or about assigned venue.
- Maintain a level of physical fitness and mental preparedness that meets or exceeds the minimum fit-for-duty requirements to effectively and safely fulfill the physical and psychological requirements mandated for a Stark Foundation security officer.

**Required Education, Experience and Skills**

- High school graduate equivalent

***The following additional education is desired but not required:***

- Texas Commission on Law Enforcement approved training; equivalent training through another state (non-Texas) program; or Military Police Training
- Military, police, related law enforcement experience, or prior security experience preferred
- Minimum age (21) as set by the Texas Private Security Bureau
- Security Officers must have and maintain physical fitness and ability to perform the essential job duties and to respond briskly to emergency situations at all times; required to successfully complete physical capacity testing administered by independent consultant
- The employee must be fit for duty based on the Minnesota Multiphasic Personality Inventory (MMPI-2®) which will be administered by an independent consultant

**Licensing/Certification Requirements:**

- A current driver's license and good driving record;

*The following must be achieved within a specified period of time for employees newly hired in the position and thereafter maintained throughout employment:*

- Level 2 Texas Non-Commissioned Security Officer as licensed by Texas Department of Public Safety Private Security Bureau;
- Level 3 Texas Commissioned Security Officer as licensed by Texas Department of Public Safety Private Security Bureau;
- Firearms qualification as listed in the Texas Administrative Code;
- First Aid, CPR and AED Defibrillator certification.

**Job type:** Full-time permanent

**Deadline:** January 4, 2019 at 5 p.m. CST

This position is full-time. The Stark Foundation offers competitive wages; benefits include medical, dental, life insurance, vacation, holiday, sick leave, pension, and 403(b).

**Application Process:**

Email cover letter, resume, and three references to Sarah Wester at [swester@starkfoundation.org](mailto:swester@starkfoundation.org). Please put Full time Commissioned Security Officer in the subject line.