

MUNICIPAL BUILDING COMMISSION
350 South 5th Street, Suite 105
Minneapolis, MN 55415



Security Officer Job Description

Job Title: City Hall/Courthouse Security Officer	Date Created/Updated: May 01, 2015
Reports To: Security Manager and/or Security Supervisor	Bi-weekly Pay Schedule

MISSION/PURPOSE:

The purpose of this position is to monitor and patrol the premises in a manner consistent with established policies and procedures which will secure the City Hall and Courthouse against fire, theft, vandalism and illegal entry after hours, and to provide information services to building occupants and the public.

ESSENTIAL FUNCTIONS:

Control access to building and monitor access to public and non-public areas.
 Operate and respond to electronic surveillance, life/safety, and security systems and equipment.
 Evaluate an emergency and/or hostile situation and react, direct, and communicate an appropriate response.
 Make periodic inspection tours of buildings and grounds to watch for and guard against fire, theft, illegal entry, infractions of safety regulations, and other irregularities.
 Understand and apply MBC security and life safety regulations.
 Accurately complete security documents and reports.

ADDITIONAL FUNCTIONS:

Participate in the planning and execution of Emergency Procedures, Drills and Training
 Participate in department required security and medical training and maintain assigned certifications
 Perform other security-related duties as assigned or delegated.

REQUIRED SKILLS AND EXPERIENCE:

Minimum requirements in terms of educational background, work experience, licenses/certifications or other knowledge, skills and abilities.

High school diploma or GED equivalent or demonstrated reading, comprehension and writing skills.
 Successful completion of Hennepin County Sheriff and MBC Background Checks.
 Successful completion of Minneapolis Police Department Background Check.
 Use Customer Service oriented skills to communicate effectively with public/building occupants;
 Ability to quickly evaluate an emergency and/or hostile situation and to react, direct, and communicate an appropriate response.
 Ability to perform all physical, mental and environmental job functions.

** This description covers the primary purpose and principal duties of the job. It is not intended to give all details or a step-by-step account of the way each procedure or task is performed.* The Municipal Building Commission is funded jointly by the City of Minneapolis and Hennepin County.*