

**MUNICIPAL BUILDING COMMISSION\***

**350 South 5<sup>th</sup> Street, Suite 105**

**Minneapolis, MN 55415**

**Job Posting**

**Posted: January 17, 2018 Ends: February 28, 2018 with applications taken on a continuous basis**

**Title: Security Officer**

Responsible for uniformed security officer duties related to the monitoring and patrol of the premises in a manner consistent with established policies and procedures which will secure the Minneapolis City Hall and Courthouse against fire, theft, vandalism and illegal entry after hours, and to provide a quality customer service to building occupants and the public.

**Job Functions:**

- Control access to building and monitor access to public and non-public areas.
- Operate electronic surveillance, life/safety, and security systems and equipment.
- Respond to calls for security service, alarms and emergency situations
- 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, building rules infractions, and other irregularities.
- Understand and apply MBC security and life safety regulations.
- Accurately complete security documents and reports
- Participate in all departmental mandated meetings and training assignments

**Education/ Experience and Licenses/Certificates :**

- High school diploma or GED equivalent or demonstrated reading, comprehension and writing skills and three (3) years of security experience; OR approved equivalent of training and experience.
- Successful completion and maintenance of Hennepin County Sheriff's Office and Minneapolis Police Department background checks.
- Successful completion and maintenance of Hennepin County Security Officer training program.
- Valid Driver's License
- EMSRB First Responder or EMT Certification or ability to attain within 6 months of hire
- Position has a 6 month probation period.

**Knowledge, Abilities and Skills:**

- Knowledge of basic principles and practices in security field.
- Knowledge of Federal, State and local laws relevant to security operations, security techniques and procedures.
- Knowledge of CCTV functions and Report Writing functions
- Establish and maintain effective working relationships with security partners.
- Skill in computer use and software appropriate to the position. Skill in oral and written communication appropriate to the position.
- Ability to prioritize work and assignments and perform customer service functions

*This description does not include all work that may be assigned or restrict the emphasis of the work assigned.*

**Additional Information:**

Represented union position. 2018 Hourly Pay Rate: \$16.83- \$26.90 with periodic step increases  
Access to medical, dental and life insurance benefits; access to 457 Deferred compensation and Pre-tax programs.

Application process may include computer testing exercise and writing samples. A supplemental questionnaire may be required.

**Interested applicants should complete an MBC employment application located at [www.municipalbuildingcommission.org](http://www.municipalbuildingcommission.org) and submit it to Mark Pearson, Municipal Building Commission, 350 South 5<sup>th</sup> Street, Suite 105, Mpls. MN. 55415.**

**Applications will be accepted until the position is filled.**

**Invitations to interview will be based upon an assessment of education and experience.**

**Resumes received without an official application will be rejected.**

\* The Municipal Building Commission is funded jointly by the City of Minneapolis and Hennepin County and manages the care and control of the Minneapolis City Hall/Courthouse.