



INDEPENDENCE VISITOR CENTER CORPORATION

6th and Market Streets, Philadelphia, PA 19106

Phone: 215-925-6101/Fax: 215-925-6106

www.independencevisitorcenter.com

JOB DESCRIPTION

<p>Department: Operations</p>
<p>Position: Security Manager</p>
<p>Position reports to: General Manager, VP Operations</p>
<p>Position oversees the following staff positions: Periodic support from external security provider.</p>
<p>Number of subordinates: N/A</p>
<p>Position description: Responsible for security of staff, visitors, and building partners located in the Independence Visitor Center (IVC) and at satellite locations in City Hall, Love Park and the Parkway. Serve as primary point of contact in all matters related to security of staff, visitors and Philadelphia Visitor Center Corporation (PVCC) physical assets.</p> <p>This position requires onsite presence to carry out duties/responsibilities. This position is ineligible for the Remote Work Program and requires a Wednesday-Sunday work schedule. Schedule may be flexed to accommodate PVCC event security needs.</p>
<p>Position duties:</p> <ul style="list-style-type: none">• Coordinate PVCC's security protocols with National Park Service (NPS) on all areas of security and safety. Work in conjunction with the NPS to develop policies, plans and procedures for ensuring safety of visitors, staff and building partners.• Coordinate with federal, state and local law enforcement agencies on all areas of security and safety.• Assess security protocols and procedures for PVCC to determine both internal and external threats and weaknesses. Identify gaps and provide short-term and long-term recommendations as needed.• Regularly perform survey of facilities and check condition of current systems, both physical and human. If conditions present a safety or security concern, report issues and make recommendations for improved processes to supervisor and PVCC leadership.• Work with PVCC management to define reasonable goals for improving security and operational procedures as needed.• In cooperation with NPS, assist in the operation and maintenance of security camera system in Visitor Center.• Responsible for the operation and maintenance of building security system and camera systems at the Parkway Visitor Center and Rocky Shop.

- Provide support and on-site management during late night and/or high-profile special events. Coordinate additional security needs at these events as needed.
- Provide regular staff training on topics such as safety/security policies, First Aid/CPR, etc.
- Support General Manager, VP Operations, with food safety inspections and protocol.
- Working with appropriate staff coordinate schedule to transport deposits from all locations to PVCC financial institution.
- Conduct regular patrol of the building using entry logs to document activity at internal and external checkpoints.
- Be present in the building during closing, as needed.
- Consistent monitoring of restrooms for various issues.
- Liase with Outreach Services and Project Home to work with and place unhoused population in the building.
- Other duties as assigned.



Education/Experience:

1. Bachelor's degree or equivalent and minimum ten years' related experience; or equivalent combination of education and experience.
2. Formal training and/or extensive experience in the following areas:
 - Law enforcement
 - Overseeing high-profile events
 - Coordinating resources with other law enforcement agencies
 - Technology, including use of e-mail, Internet, Microsoft Office, necessary security applications

Core Competencies:

1. Possess ability to positively interact with the general population as well with officials from public and private agencies.
2. Possess strong knowledge of federal, state and local government agencies as well as hospitality industry.
3. Excellent problem-solving skills as well as ability to diffuse critical situations
4. Good planning and organizational skills
5. Excellent verbal and written skills
6. Ability to learn and use electronic systems in the execution of day-to-day duties
7. Ability to conduct staff training in all measures related to safety-security

Physical Demands:

This position requires the following:

- Standing, walking/running, sitting, stooping/kneeling/crouching, reaching/stretching, lifting

Print Name

Signature

Date