



Job Title: Security Officer Supervisor
Department: Public Safety Department
Reports to: Chief of Police
FLSA Status: Non-Exempt
Salary Grade: \$22.34 - \$31.28
Location: Eugene

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

The Security Officer Supervisor oversees security operations to ensure the safety and well-being of the community, staff, guests, clients, patients, and students. The position provides leadership, training, and direct supervision to Security Officers, ensuring compliance with the Oregon DPSST Private Security Professional standards. The Supervisor also monitors security protocols, enforces policies, and acts as a liaison between security staff and law enforcement agencies. Observes, reports, and safely intervenes when appropriate and reports criminal or illegal acts and fire or medical emergencies to outside partner agencies, such as police, fire and EMS.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervises and directs the daily activities of security Officer(s), security contracts, while ensuring adherence to established policies and procedures.
2. Promotes a safe and secure environment for the Tribal government facilities, its guests, and employees.
3. Conducts self in a courteous and professional manner, strictly adhering to policies and procedures.
4. Provides information and assistance to guests, staff, and the general public.
5. Ensures the Security teams meets and greets guests with enthusiasm, demonstrating to every person that they are a valued guest and their presence is appreciated.
6. Provides guests and employees escorts to and from Tribal government facilities when requested or as needed to ensure their safety and protection.
7. Unlocks buildings and gates as requested by authorized personnel. Ensures buildings are secured upon departure of authorized personnel.
8. Provides training and guidance to Security Officers, conducting regular briefings and performance evaluations.
9. Conducts security patrols on all CIT Lane County lands and ensures all security measures are followed.
10. Monitors and reports security incidents, criminal activities, and safety hazards to the Chief of Police and appropriate authorities.
11. Coordinates security response to emergencies, including medical incidents, fires, and criminal activities.
12. Maintains documentation of security incidents, patrol logs, and employee performance reports.
13. Ensures proper functioning of security surveillance systems and alarm responses.
14. Serves as the primary point of contact for law enforcement and emergency service agencies.
15. Recommends and implements improvements to security policies and procedures.
16. Ensures Security Officers maintain professional conduct and excellent customer service.
17. Performs all duties of a Security Officer as needed.
18. Other related duties as assigned.

19. Maintains a working knowledge of guests and/or employees banned from re-entering the property, and advises appropriate individuals and departments when observing trespassers on property.
20. Provides appropriate verbal or physical interventions to stop altercations or other disruptions on property.
21. Maintains daily activity reports and head counts.
22. Completes daily activity logs and prepares computer-generated reports for incidents occurring on Tribal lands.
23. Operates company vehicles as directed.
24. Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, and hear. May be required to sit for extended periods of time. The employee is required to use hands and fingers to feel; handle or operate objects, controls or tools. The employee occasionally is required to climb and balance, stoop, kneel, crouch and crawl. Occasional lifting of objects from 10 to 50 pounds and infrequent lifting of objects over 50 pounds. Work is generally performed in an outdoor environment and occasionally in an office setting. Requires ability to work outside in changing weather conditions. Evening and weekend work are required. Work may take place near moving equipment/machinery and require the use of protective clothing, equipment, devices, and materials.

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

KNOWLEDGE, SKILLS AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving.
2. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
3. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
4. Ability to make decisions independently in accordance with established policy and procedures.
5. Maintain an excellent working knowledge of the Tribe's values and mission and ensure all communication is aligned with the values and mission.
6. Requires a working knowledge of the methods and practices of professional security procedures including those used in patrol, crime prevention, traffic control, investigation, and identification of incidents, and safety, fire and intrusion alarm systems.
7. Requires a working knowledge and understanding of relevant safety laws, regulations, and procedures, including blood borne pathogen procedures and self-defense tactics.
8. Able to ensure good public relations by maintaining a cooperative and considerate attitude toward others.
9. Ability to maintain confidentiality; a breach of confidentiality is grounds for immediate dismissal.
10. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
11. Ability to safely operate a motor vehicle, 2-way radio, phone, and cell phone.
12. Knowledge and ability to administer first aid in emergency situations.
13. Ability to work independently while exercising judgment during interactions with residents, staff, and the public on Tribal lands after hours.
14. Ability to use prudent judgment in dealing with sensitive or emergency situations to avoid dangerous or unpleasant results.

15. Must observe chain of command and follow verbal and written orders.
16. Ability to effectively handle possible hostile contacts with individuals on issues of safety and security, parking, alcohol and drugs, etc. Ability to effectively communicate and handle contacts with individuals who may be emotionally distressed and/or are exhibiting symptoms of mental illness.
17. Ability to accurately identify, report, and in some instances correct safety hazards on campus.
18. Knowledge and demonstrated ability to use MS Word and incident reporting software to complete reports and other documents.

QUALIFICATIONS

1. High School Diploma or GED.
2. Five (5) years of experience in Law Enforcement (military or civilian), Public Security, or a related field, with at least two (2) years in a supervisory capacity.
3. Certification as an unarmed private security professional through the Oregon Department of Public Safety Standards and Training (DPSST) within 90 days of employment.
4. Current first aid card with CPR/AED certification or ability to obtain within 90 days of employment.
5. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.