



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> ASSISTANT SECURITY DIRECTOR		<b>JOB CODE:</b> ASSC
<b>BUSINESS</b>		<b>EEO:</b> 5
<b>NON-EXEMPT</b>	<b>FLEX</b>	<b>PAY GRADE:</b> 13
<b>FUNDING SOURCE:</b> NPD		<b>HO-CHUNK PREFERENCE</b>

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."  
All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

Responsible for assisting in the direction and coordination of all activities within the Security Department and overall security of the property which ultimately enhances every interaction for our guests and employees; customer service is our top priority for both internal and external guests.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Performs all duties of the Security Director in their absence.
2. Provide supervision, training and direction to Security Department, Shift Supervisors, to ensure that the rules and laws applicable to the facility are effectively enforced by direction of compliance, issuing warnings, and reporting violations to appropriate authorities on a daily basis.
3. Maintain access control daily for the facility by being the Administrator of the electronic systems and monitoring the alarm systems for breaches and emergency situations.
4. Establish and maintain policies and procedures that are in compliance with Ho-Chunk Nation, State, and Federal guidelines and regulations and review and update annually.
5. Plan and schedule for security needs weekly based on scheduled events within the facility to maintain performance standards and security coverage.
6. Assist in preparing annual budgets, regulate expenditures, and generate special reports required by the Ho-Chunk Nation on a monthly basis.
7. Maintain adequate staffing levels to meet the operational needs of the Security Department.
8. Provide direction to the security staff for the coordination of emergency situations when they arise based in Incident Command Emergency Training (ICS).
9. Develops, plans, and implements strategies to ensure the safety and security of all employees, guests, and property of the Ho-Chunk Nation. This is accomplished by establishing and annually updating policies and procedures and through continuous emergency action training.
10. Must complete all mandated training for this position and retrain based on the each specific course's requirement.
11. Ensure disciplinary actions for the department are properly carried out and maintained daily per shift.
12. Performs other duties assigned relevant to this position.

### **JOB RESPONSIBILITY**

Job Reports to	Security Director
Leadership Accountability	Develops, interprets and implements policy and strategic plans
Supervisory Accountability	Supervises management personnel, professionals, non-managers, and associates below supervisory level
Organizational Accountability	Manages Department
Financial Accountability	Manages operating budget, approves and monitors expenditures
Customer Accountability	Interfaces with officials, executives, regulatory authorities, and outside and inside customers



Freedom to Act	Sets broad policies and objectives and operates with significant independence
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**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. Must have a high school diploma or GED.
2. Must have an Associate's Degree in Criminal Justice or Police Science or in process of or willing to obtain a degree.

**ESSENTIAL:**

1. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
2. Be able to obtain and maintain a Gaming License.
3. Must be bondable.
4. Valid driver's license, dependable transportation, and liability insurance.

**EXPERIENCE:**

1. Four (4) years of supervisory experience in security or law enforcement (military or civilian) required.
2. Minimum of four (4) years of formal security or law enforcement training /experience (military or civilian).

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Must have knowledge of security investigative procedures, techniques, management, and systems.
2. Knowledge of First Aid and CPR.
3. Must have extensive knowledge of investigative procedures.
4. Must have extensive knowledge in security requirements as it pertains to casino and facility operations.
5. Must be able to communicate effectively.
6. Must maintain confidentiality.
7. Possess strong computer skills.
8. Must be of sound character with the ability to make sound judgments under stressful situations.
9. Must be physically able to perform all tasks.

**WORK PLACE RESPONSIBILITY**

1. Responsible for monitoring the actions and behaviors of the Security Officers and Supervisors.
2. Delegate authority and direct orders to ensure they are carried out effectively.
3. Ensure all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so they can safely do their assigned work.
4. Write clear and concise reports as well as communicate effectively with other department's personnel and managers.

**WORKING CONDITIONS**

1. May be exposed to a smoking environment frequently.
2. May be exposed to an elevated noise level.
3. While performing the duties of this job, will be required to stand, walk, talk and hear.
4. May occasionally be required to sit, run, climb, balance, stoop, kneel, crouch and crawl.
5. May occasionally be required to lift and/or move up to twenty five (25) pounds and may be required to lift and/or move up to one hundred (100) pounds or more with assistance.
6. May occasionally be exposed to all outside weather conditions for extended periods.
7. Ability to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays.

\*KEY POSITION\*