



Ho-Chunk Nation

Job Description



TITLE: SECURITY SHIFT SUPERVISOR		JOB CODE: SECS
GOVERNMENT-BUSINESS		EEO: 4
NON-EXEMPT	FLEX	PAY GRADE: 13
FUNDING SOURCE: NPD		HO-CHUNK PREFERENCE

"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 the daily supervision and coordination of activities with regard to the 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. Provide daily supervision, prepare evaluations, training and direction to Security Officers, 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 as necessary.
2. Daily enforcement of policies and procedures and review and update annually to ensure they are in compliance with Ho-Chunk Nation, State, and Federal guidelines and regulations.
3. Maintain adequate staffing levels daily for each shift through planning and scheduling to meet the operational needs for security while retaining performance standards.
4. Provide direction to the staff and responding emergency resources for the coordination of emergency situations to include implementing emergency procedures in the event of fire, disorder, malfunctions and/or other emergencies that arise until relieved by medically trained emergency personnel. Assist in the annual review and revision of emergency procedures.
5. Daily develops, plans, and implements strategies based on the situation/emergency to ensure the safety and security of all employees, guests, and property of the Ho-Chunk Nation by executing departmental procedures and Incident Command.
6. Must complete all mandatory training for this position and retrain based on each specific course's requirements.
7. Continuously promote positive public and employee relations.
8. Coordinate well and effectively with other Department Managers and personnel on a daily basis.
9. Conduct basic investigations when criminal activities occur and coordinate with law enforcement or Department of Justice for arrests and/or restitution.
10. Perform other duties assigned relevant to this position.

JOB RESPONSIBILITY

Job Reports to	Security Director/or Designee
Leadership Accountability	Implements Operating Plans
Supervisory Accountability	Supervises Associates below Supervisory Level
Organizational Accountability	Manages Work Group within a Sub-Unit of a Department
Financial Accountability	Monitors Expenditures
Customer Accountability	Interfaces with officials, executives, regulatory authorities, and outside and inside customers
Freedom to Act	Operates with Significant Independence and Subject to General Input from Supervisor



MINIMUM QUALIFICATIONS

EDUCATION:

1. Must have a high school diploma or equivalent.
2. An Associate Degree in Criminal Justice or Police Science is required 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. Must be able to obtain and maintain a Gaming License.
3. Must be bondable.
4. Must be certified in First Aid, AED and CPR.
5. Valid Driver's License, dependable transportation, and proper insurance.

EXPERIENCE:

1. Required to have three (3) years of supervisory experience in Security or Law Enforcement (military or civilian).
2. Required a minimum of three (3) years of formal Security or Law Enforcement training (military or civilian).

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Must have knowledge of security investigative procedures, techniques, management, and systems.
2. Must have knowledge in security requirements as it pertains to casino and facility operations.
3. Must be able to communicate effectively in both verbal and written formats.
4. Must be familiar with alarm, access control and identification system and uses.
5. Possess strong computer skills.
6. Must be of sound character with the ability to make sound judgments under stressful situations.
7. Must be physically able to perform all duties.

WORK PLACE RESPONSIBILITY

1. In the absence of Security Director, may be responsible for maintaining facility operations.
2. Report all shift activities to the Security Director or designee.
3. Maintain and enforce confidentiality.
4. Follow organizational reporting structures. (Chain of Command)
5. Designate authority and direct orders to ensure they are carried out effectively.
6. Ensure all employees under their immediate supervision receive appropriate training, counseling, and understand all of the applicable procedures so they can perform their assigned duties safely.
7. Ability to prepare, edit and ensure incident reports are written in a clear and concise manner and communicated effectively with other department heads and managers.
8. Coordinate efforts with Law Enforcement.
9. Coordinate security measures for Special Events.

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