



Ho-Chunk Nation

Job Description



TITLE: SECURITY DIRECTOR		JOB CODE: SECT
BUSINESS		EEO: 2
EXEMPT	FLEX	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 overall direction and coordination of activities with regard to 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 Supervisors and 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. 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.
3. Plan and schedule for security needs and maintain performance standards monthly.
4. Prepare annual budgets, regulate expenditures, and generate special reports required by the Ho-Chunk Nation weekly.
5. Daily communication with staff regarding property maintenance and projects, special events and promotions, which help guide guests and employees with alternative routes and/or options to a specific destination.
6. 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.
7. Annual updates of policies and procedures is required for on-going emergency action training.
8. Delegate authority and direct orders to ensure they are carried out effectively on a daily basis.
9. Must complete all mandatory trainings for this position and continued educational trainings for each specific course based on annual updated requirements.
10. Write clear and concise reports as well as communicate effectively with other department heads and managers on a monthly basis.
11. Performs other duties assigned relevant to this position.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Develops, interprets and implements policy and strategic plans
Supervisory Accountability	Supervises management personnel
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

MINIMUM QUALIFICATIONS

EDUCATION:

1. Must have a high school diploma.
2. Must have a bachelor's degree in Criminal Justice and/or a minimum of five (5) years of formal Security or Law Enforcement training (military or civilian).

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 if hired for gaming position.
3. Must be bondable.
4. Must have a valid driver's license, dependable transportation and liability insurance.

EXPERIENCE:

1. Five (5) years of supervisory experience in Security or Law Enforcement (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 gaming and non-gaming industries.
5. Must be able to communicate effectively.
6. Must be familiar with alarm, access control and identification system and uses.
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. 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.
2. Maintain a safe and healthy work environment.

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