



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 068-22

OPENING DATE: 04/20/2022

CLOSING DATE: Open Until Filled

POSITION: Security Officer/Supervisor
PAY GRADE: NE4 (\$14.52/hr. - \$19.60/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Police Department
REPORTS TO: Police Lieutenant
BACKGROUND LEVEL: Public Trust

POSTED: IN/OUT

JOB PURPOSE: Responsible for the daily operation of the security staff; protects the assets of the Pueblo of Isleta by patrolling buildings after hours to ensure buildings are properly secured.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Supervises and coordinates activities of Security Officers.
- Ensure compliance with established policies, procedures and work standards.
- Maintains appropriate documentation on incidences as required by policies and procedures.
- May be required to testify in court to present evidence or testify against persons accused of criminal activity.
- Ensures that assigned department vehicle is serviced per approved schedule and maintains records of servicing.
- Patrol premises of buildings regularly to establish continued after hour presence.
- Observe for signs or crime or disorder and report any disturbances to Isleta Police Department.
- Ensure buildings are properly secured.
- Contact police, fire, and/or emergency medical teams as needed.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervises Security Officers; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Assists in hiring, evaluating, disciplining, and developing support staff.
- Creates policies and procedures for staff, to ensure consistency and adherence to department goals.
- Coordinates training, orientations and continuing education of staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED required.
- Three years' experience as a security supervisor.
- Valid New Mexico's driver's license with ability to meet and maintain Pueblo of Isleta's liability insurance requirements.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of traditional forms of government and Pueblo customs and traditions.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of public safety and security procedures and protocols.
- Knowledge of English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of surveillance technology.
- Basic knowledge in Microsoft Office products, particularly in Excel.
- Strong Observation skills.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to exercise independent judgement.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently with minimal supervision.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires occasional lifting of 50 lbs.

WORK ENVIRONMENT:

- Work is generally performed outdoors.
- Exposure to natural weather conditions such as high levels of heat, cold, wind, rain, hail, and snow.
- Evenings and weekends required.
- Noise level is usually minimal.
- Holidays, as well as evening and weekend work required.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.

EMPLOYEE'S CERTIFICATION:

I acknowledge receipt of this job description and my supervisor has discussed it with me.