



ISLAND ENTERPRISES INC
Weaving a strong business foundation for the
Squaxin Island Tribe's future.

SECURITY MANAGER

Department: Island Enterprises
FLSA Status: Exempt
Grade/Level: (11) \$44.47 - \$66.70
Opens: 04/29/2024

Job Status: Full Time
Reports To: COO
Work Schedule: Varies
Closes: 05/10/2024

POSITION SUMMARY

The Security Manager directs the security functions of Island Enterprises, Inc., and its enterprises, including physical security and safety of employees and facilities.

ESSENTIAL DUTIES

1. Analyzes and evaluates security operations to identify risks or opportunities for improvement.
2. Assesses risks to mitigate potential consequences of incidents and develops a plan to respond to incidents.
3. Conducts physical examinations of property to ensure compliance with security policies and regulations.
4. Coordinates security operations or activities with public law enforcement, fire, and other agencies.
5. Creates and implements security standards, policies, and procedures.
6. Manages the budget for security operations.
7. Manages investigation programs, including collection and preservation of video and notes of surveillance processes or investigative interviews.
8. Monitors organizational compliance with regulations.
9. Communicates with outside agencies as needed.
10. Writes reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
11. Oversees the management of security badges for Skookum Creek Tobacco, Distribution, Island Enterprises, and Companies employees.
12. Attends and/or facilitates all mandatory meetings and training.
13. Maintains confidentiality at all times.
14. Maintains awareness and sensitivity to Native American Culture.
15. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- This position oversees the Security staff.

KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.



ISLAND ENTERPRISES INC
Weaving a strong business foundation for the
Squaxin Island Tribe's future.

SECURITY MANAGER

POSITION REQUIREMENTS

- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Knowledge of business and management principles involved in strategic planning and resource allocation.
- Uses logic and reasoning to identify strengths and weaknesses of alternative solutions or conclusions or approaches to problems.
- Ability to effectively develop and build a team which encourages mutual trust, respect, and cooperation among team members.
- Ability to speak to others to convey information clearly and effectively.
- Ability to tell when something is wrong or is likely to go wrong.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to respond to common inquiries or complaints from customers, vendors, and employees of the organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentage, fractions, and ratios to practical situations.
- Ability to express abstract concepts using numbers.

COMPUTER SKILLS

- Microsoft Office (Word, Excel, PowerPoint, etc.), Google Workplace, virtual meeting software, and knowledge of security operating systems and cameras.

EDUCATION AND EXPERIENCE

Education Required: High School Diploma or equivalent.

Education Preferred: Associate degree

Experience Required: 7 years of experience in security or related field; with 3 years of Security supervisory experience.

A combination of education and experience may be considered as a substitute for a degree requirement.

Certificates & Licenses: Washington State driver's license; First Aid CPR Certificate

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees will be required to:



ISLAND ENTERPRISES INC
Weaving a strong business foundation for the
Squaxin Island Tribe's future.

SECURITY MANAGER

- Regularly required to sit, use hands to finger, handle, or feel with frequent hand and wrist movements, and talk or hear.
- Occasionally required to stand, walk, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl; occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees may be exposed to the following conditions:

- Work is performed in an office environment, outdoors, and driving.
- May be exposed to various weather conditions.
- Ability to work in a confined area.
- Moderate noise (i.e., business office with computers, phone, printers, and pedestrian traffic).

Other Requirements: Must be able to pass a criminal background check and follow the Squaxin Island Tribe's drug policies.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Disclaimer

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate. Your signature below signifies that you understand the duties, expectations, and contents of this job description.

Preference for Squaxin Indian Tribal members is in effect for this position. The successful candidate will be required to follow the Squaxin Island Tribe's drug policies.



ISLAND ENTERPRISES INC
Weaving a strong business foundation for the
Squaxin Island Tribe's future.

SECURITY MANAGER

Employee Signature:

Date:

Manager Signature:

Date: