



501 N. Main Street, Los Angeles, CA 90012  
[www.lapca.org](http://www.lapca.org)  
T. 213 542-6200 F. 213 542-6272

## **Security Operations Supervisor**

LA Plaza de Cultura y Artes serves the public by providing educational experiences through public programming and exhibitions that celebrate the rich cultural heritage of Mexicans, Mexican Americans and all Latinos in Southern California. LA Plaza opened to the public in 2011 in two renovated buildings located in the downtown Los Angeles historic core. Established by the County of Los Angeles, LA Plaza operates as a non-profit organization governed by a board of directors and is partially funded through the County's cultural arts program. LA Plaza is a Smithsonian affiliate museum. More information is available at [www.lapca.org](http://www.lapca.org).

Security Operations Supervisor reports directly to Security Operations Manager and supports all security and safety for the interior and exterior/campuses of the facility.

### **Responsibilities**

- Assist with monitoring and supporting the contracted security vendor.
- Assures that the physical property and safety of staff and visitors is maintained 24/7/365.
- Maintains SAR's and Incident Reports and reviews regularly with Security Operations Manager.
- Works directly with the contracted security guards and staff to ensure that patrol responsibilities are performed according to policy and procedures.
- Provides additional support as needed for all programs, rentals, and special events.
- Assist with ongoing training of contracted security vendor.
- Support with maintenance of on-site and off-site video surveillance.
- Occasional participation in interviews and recommendations for placement of security staff.
- Monitors access control systems.
- Ensures that all criminal information is being reported to authorities.
- Maintains relationships with local, state and federal law enforcement and other related government agencies.
- Maintains fire/life safety procedures and manual.
- Attend regular meetings with Operations and Facilities staff to report on any security matters or issues.
- Assist with updating and maintaining post orders, patrolling guides, and other reference material related to the safety of the entire facility.
- Provide additional support to Facilities Manager as needed.
- Other projects, duties, or responsibilities as assigned and needed.

### **Desired Qualities**

Ability to stay calm during emergencies and crises.

Skilled at de-escalation of high-risk situations.

A proactive approach concerning all security concerns.

Ability to communicate assertively and effectively to ensure during all organization activities/events.

Willingness to improve and advance knowledge and skillset of position.

Ability to write and review reports for accuracy and effective reporting.

Current CPR and AED training.



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### **Physical Demands**

- Ability to lift, carry, or pull 30/+ pounds
- Must be able to stand for long periods of time
- Must be able to work in a variety of outside weather conditions
- Must be able to climb up and down ladders and multiple flights of stairs
- Must possess a valid California Driver's License

### **Employment Status**

- Full-time, non-exempt (hourly)
- Flexible work schedule, including evening and weekend work

### **Compensation and Employment Status:**

\$35,360.00 annually (\$17.00 per hour).

Full-time, Nonexempt position.

Monthly nonaccountable cell phone/internet stipend of \$40.00 (before taxes/withholdings).

### **LA Plaza offers a competitive compensation package that includes:**

- Holiday pay when on scheduled workday.
- 90-day introductory period.
- Direct deposit of paycheck twice per month.
- Individual health, dental and vision care.
- Non-matching 401k.
- Free parking.
- 20% Discount in LA Plaza's retail stores.

Employment background screening will be conducted and conditional upon any offer of employment.

Proof of COVID-19 vaccination will be part of on-boarding processing.

LA Plaza de Cultura y Artes is an Equal Opportunity/Affirmative Action and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

### **How to Apply**

Please send resume and cover letter, demonstrating your interest and qualifications, and at least three references to [jobs@lapca.org](mailto:jobs@lapca.org)