**JOB DESCRIPTION**

**JOB TITLE:** Event Security

**DEPARTMENT:** Community Center

**IMMEDIATE SUPERVISOR:** City Administrator

**POSITION SUMMARY:** Supervise events to provide a safe and secure environment for patrons at our venue.

**CREATED ON: 3**/11/25

**LAST REVISED:** 4/7/25

**RESPONSIBILITIES:**

* Monitor patrons to ensure that they are not engaging in any suspicious or illegal activities.
* Respond to patrons’ inquiries and complaints.
* Remain alert and aware of any potential safety hazards.
* Notify management of any unusual situations or disturbances.
* Follow safety protocols and procedures.
* Ensure laws are followed and notify the appropriate person when they are not.
* Refill toilet paper and paper towels dispensers if/when they out.
* Clean up spills if they occur.

**PREFERRED KNOWLEDGE AND SKILLS:**

* Work independently.
* Considerable ability to communicate effectively and tactfully with other City staff, elected officials, and the general public.
* Ability to remain calm and professional in high-pressure situations.
* Knowledge of the laws and regulations of the venue.
* Ability to work a flexible schedule, including nights, weekends, and holidays.

**PREFERRED QUALIFICATIONS:**

* Previous experience as a Bouncer or Security Guard.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job.

* Considerable ability to stand, walk, bend, crouch, twist and turn and work for long periods of time and/or repetitively.
* Ability to lift and carry objects up to 100 pounds.
* Considerable ability to work in loud environments.
* Considerable ability to work around bright lights and strobe lights.
* The noise level in the work environment is usually loud.

The duties listed here and within are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City Council as the needs of the City and requirements of the job change.

I understand and accept the responsibilities and standards of the Public Works Lead position as described.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Event Security: |  |  | Supervisor: |  |
|  | Print |  |  | Print |
|  |  |  |  |  |
|  | Sign |  |  | Sign |
|  |  |  |  |  |
|  | Date |  |  | Date |