

**LOWER BRULE SIOUX TRIBE
JOB ANNOUNCEMENT**

JOB TITLE: Tribal Administration Buildings & Grounds Security Officer

JOB CLASS: Level VI (\$27,947 - \$47,511)

JOB SUMMARY: The Administration Building & Grounds Security Officer is responsible for ensuring the safety and security of the Lower Brule Sioux Tribal Administration Building including the grounds, safety related equipment and parking lots surrounding the facility. This also includes safely securing all tribal employees, tribal council persons, tribal departments and tribal property associated with the delivery of services and goods to the tribal community. The Officer is responsible for monitoring and maintaining surveillance cameras, security doors, patrolling the building, grounds and parking lots and responding to any security threats or breaches including, but not limited to proposed or suspected threats by the public or otherwise. This includes planning and preparing the building, tribal leadership, staff and grounds for any suspected or real civil disobedience threats. The Officer is responsible for the security of the building 24/7 and shall maintain a call-list of contact personnel in law enforcement, leadership and facilities management.

Duties & responsibilities:

- Patrol premises hourly and manage order and establish presence.
- Initiates and/or administers drug tests to job candidates and employees/personnel prior to hire or at the request of the Personnel Manager, Tribal Manager or program director.
- Monitor and authorize entrance of visitors into the building.
- Monitor and maintain all indoor and outdoor surveillance equipment.
- The Office has the authority to immediately remove wrongdoers or trespassers from the administration building, parking lots, building cul-de-sac and grounds without prior consultation of superiors or law enforcement. A report will be made immediately to all interested parties.
- Secure and maintain all exits, doors, and windows at the end of the day.
- Check surveillance cameras periodically to identify disruptions or unlawful acts.
- Investigate people on the premises for suspicious activity or possessions of firearms or street drugs.
- Respond to alarms by investigating and assessing the situation.
- Provide assistance to visitors in need.
- Apprehend and detain perpetrators according to legal protocol before arrival of authorities.
- Write and submit daily reports of surveillance activity and important occurrences.
- Perform other related duties as assigned.

Qualifications & Requirements:

- High School diploma is required.
- Knowledge of technical aspects of the job as demonstrated by the successful completion of specialized training or at least one year of post-secondary education.
- Knowledge of legal guidelines for security and public safety.
- Familiarity with writing and reporting incident reports to law enforcement.
- Excellent surveillance and observation skills.
- Tech-savvy with experience in fire alarm systems and surveillance systems.

- Must pass a State and Federal background check.
- Must pass pre-employment drug test.
- Lead and follow up on any procurement procedures pertaining to building equipment repair and procurement
- Solicit and contract with surveillance and hardware equipment contractors who can travel to the facility to repair and/or replace any dysfunctional equipment including security doors within a two-day period.

Submit LBST applications/resume to:

**Human Resources Dept.
Lower Brule Sioux Tribe
187 Oyate Circle
Lower Brule, SD 57548**

FAX #: 605-473-5606

Email: wilmawilson@lowerbrule.net

Opening Date: 11/16/23

Closing Date: 12/04/23