

**CITY OF BOWIE**  
**Part Time Security Guard**  
**City Manager's Office**

**DUTIES:**

Security Guard will work the front desk at City Hall to protect the City's property, staff and visitors. Patrols and monitors activities at City Hall regularly to discourage unwanted behavior and ensure the environment is safe and secure. Controls the entrance and departure of employees, visitors and contractors according to protocols and policies. Monitoring surveillance cameras to watch out for any disruptions or suspicious activities. Responds to alarms and appropriately reacts in a timely manner. Providing detailed reports on daily activities and any incidents that may have occurred to management. Contacts relevant authorities if a crime is committed or an accident occurs. Aids staff and visitors as needed.

**MINIMUM QUALIFICATIONS:**

- High School diploma
- Must be at least 18 years of age
- Experience writing reports
- Must be able to demonstrate effective interpersonal and communication skills
- 3 years of relevant work experience
- Must be able to pass thorough criminal background check

**PREFERRED QUALIFICATIONS:**

- Prior security or law enforcement experience
- Knowledge of security systems and emergency equipment

***\*COVID-19 vaccination required in order to qualify for this position***

**SALARY: \$17.57 Hourly**

**HOW TO APPLY: PLEASE VISIT THE CITY'S WEBSITE AT: [WWW.CITYOFBOWIE.ORG](http://WWW.CITYOFBOWIE.ORG) AND CLICK ON THE EMPLOYMENT LINK.**

**APPLICATION DEADLINE: FRIDAY, MARCH 17, 2023 AT 5:00PM**

All applicants **MUST** submit a completed City of Bowie employment application in order to be considered for this opportunity.

***The City of Bowie is a drug and alcohol-testing employer. EOE***