

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION: Security Officer
DEPARTMENT: Office Services
LOCATION: Los Angeles/Campus

PRINCIPAL RESPONSIBILITIES:

Provide a safe and secure environment for staff, faculty, Fellows and visitors to the AFI campus. Provide direct security and related public service. Conduct ongoing inspections of the campus, observing and reporting unusual activities and incidents. Provide a visible deterrence to crime, prohibited activities, or suspicious activities on campus, driveway and shared walkway. Coordinate with police and fire as needed.

PRINCIPAL DUTIES:

- Performs hourly foot patrol of assigned location checking for unsafe conditions, hazards, unlocked doors, blocked entrance/exits and/or mechanical problems.
- Inspects buildings, grounds and perimeters to identify any exterior lighting outages or other potential hazards.
- Observe campus activities to identify suspicious or unauthorized individuals/vehicles and/or materials.
- Open and secure rooms and facilities as scheduled.
- Enforce parking and identification program including issuing parking citations to staff and/or Fellows violating policy.
- Prevent unauthorized removal of institute equipment or materials.
- Check and secure all areas during shift and upon campus closing.
- Respond to emergency and routine incidents; moves quickly to location and assesses to ensure notification of appropriate agency.
- Submit Daily Activity Report (DAR) by end of shift. Report to include all tasks performed and relevant campus activities observed during shift (i.e., parking violations, trespassers, lost and found, etc.).
- Maintain radio communication with HR, Facilities, switchboard and security personnel.
- Monitor alarm systems and respond appropriately to sounding alarms including communicating with ADT, Fire and/or law enforcement.
- Investigate and report all incidents/accidents, theft and other security concerns.
- Ability to act effectively without immediate supervision in making judgments regarding policy and procedures.
- Exposure to inclement weather; required to work in/or under conditions that require the use of protective gear with an awareness of personal safety and safety of others..

- Perform other duties as may be assigned.

EXPERIENCE/SKILLS REQUIRED:

- High School diploma or GED equivalent
- Minimum 2 years experience in security operations.
- Skilled in observation techniques.
- Excellent oral and written communication skills.
- Ability to interact with the public in a direct and professional manner
- Ability to maintain professional composure when dealing with challenging or unusual circumstances.
- Strong interpersonal skills
- Must possess computer skills (MS Word, Excel and MAC Mail)
- Ability to stand/work on your feet for extended periods of time.
- Ability to run and/or climb stairs to respond quickly to emergency situations
- Certified as a security guard by the state of California.
- CPR and First Aid Certification preferred.

SUPERVISION:

Security Officer will perform the above-mentioned duties under supervision of the Generalist, Human Resources.

FULL-TIME _____ If full-time, number of months per year 12
 PART-TIME X If part-time, number of hours per week _____
 REGULAR _____ TEMPORARY X

INCUMBENT NAME:

DOH:

 Incumbent Signature Date

 Supervisor/Manager Date