



Opening Date: 05/22/2017
Closing Date: 05/26/2017

Vacancy Announcement #31-17
ASSISTANT MANAGER, SECURITY SERVICES

SALARY: NEGOTIABLE

DC Residents Preferred

SUMMARY DESCRIPTION

The Assistant Manager, Security Services within the Security Services Department, Public Safety Division, is a highly responsible professional with considerable experience in security procedures, methods and techniques. Reporting directly to the Manager, Security Services, the incumbent serves as the assistant manager and directly supervises Walter E. Washington Convention Center security supervisors and officers who are tasked with patrolling and securing the Center 24 hours a day. The Assistant Manager, Security Services also is responsible for overseeing the security officers work conducted by contractors and ensuring that work conducted by contractors is in compliance with all WEWCC security policies, programs and procedures. The work requires considerable contact with the general public and inter-agency law enforcement officials. The incumbent must be able to work a flexible schedule, including days, evenings, nights, weekends and holidays.

EXAMPLES OF WORK ASSIGNED

- Plans, organizes and coordinates the work and schedules for the Center Security Patrol Officers and Contract Security Officers
- Implements internal controls for maintaining and safeguarding Center keys and locks
- Communicates with local police and fire departments on security needs, alerts, and advisories for the Center
- Enhances the safety of all Center and client personnel, equipment and facilities
- Implements internal controls to guard against theft, waste, and abuse of Center property
- Anticipates, prevents, and otherwise takes appropriate measures to protect against criminal activity
- Assists in the development of security response program in anticipation of emergencies such as civil and other disorders
- Serves on the Center's Emergency Response Team providing briefings to the Security Manager and Incident Commander
- Analyzes and makes recommendations to Center's emergency response team
- Analyzes and makes recommendations on Center's security needs
- Prepares evaluations on Center Security Supervisors
- Provides a daily assessment report on activities, incidents and significant investigations at the Center
- Develops security posts as needed for the Center and implements the same
- Coordinates and advises event contract services relative to the Center security concerns, advisories and alerts
- Provides input on financial matters including, but not limited to budget forecast and preparation and overtime oversight
- Performs a variety of related tasks and duties as assigned

SKILLS, KNOWLEDGE AND ABILITIES

- Demonstrated emotional stability during periods of tension and stress while carrying out assigned duties
- Demonstrated ability to face situations firmly and objectively and determine the appropriate course of

action

- Thorough knowledge of laws of arrest and elements of criminal offenses and laws and regulations governing the conduct of security personnel
- Ability to recognize emergency situations and direct prompt and effective corrective measures
- Ability to comprehend and follow verbal and written instructions
- Ability to express or exchange ideas by means of the spoken word
- Ability to meet local and state requirements for security personnel
- Familiarity with word processing applications, particularly in the use of MS Word
- Ability to prepare and produce clear and concise written products
- Ability to establish and maintain effective working relationships with supervisor, other employees and the public
- Ability to work in a fast multi-task environment
- Ability to stand for sustained periods of time and move about on foot through the building

CORE COMPETENCIES (MANAGER STAFF)

- Leadership
- Human Capital
- Strategic Thinking
- Operational Effectiveness
- Financial and Expense Management

MINIMUM QUALIFICATIONS

- Bachelor's degree in Law Enforcement or related field and/or three (3) years of related experience; OR
- High School Diploma AND seven (7) years work experience in security or police work requiring the application of methods and techniques involved in the safeguarding of facilities, equipment and people in large public gatherings; OR
- One (1) – three (3) years of supervisory experience in security management
- Any equivalent combination of experience, training, and/or education
- Physical Security Professional (PSP) Certification within three years from date of hire
- Proficient in MicroSoft Office Suite

DESIRABLE QUALIFICATIONS

- Membership in professional security organization

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:

<http://careers.wcsa.com/employment/application.aspx>

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC
Human Resources Department
801 Mount Vernon Place, NW
Washington, DC 20001**

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.