



Opening Date: 06/7/2017
Closing Date: Open Until Filled

Vacancy Announcement #34-17
ACCESS CONTROL SPECIALIST – Part Time

SALARY: NEGOTIABLE

DC Residents Preferred

SUMMARY DESCRIPTION

As an Access Control Specialist, the incumbent will be responsible for ensuring compliance with the Washington Convention Center Authority's badging program procedures. Incumbents in this classification report directly to the Assistant Manager, Security Services

EXAMPLES OF WORK ASSIGNED

- Issues identification badges to all WCCA staff and contract labor performing duties within the Washington Convention Center
- Maintains logs of visitors and show labor that are issued badges
- Maintains and returns found property
- Receives and answers calls relating to lost property and provides identification and inputs found property into a database
- Coordinates work with other Security Services personnel to support their efforts in monitoring and regulating building access
- Assists in the implementation of badging procedures

SKILLS, KNOWLEDGE AND ABILITIES

- Ability to read, write, and follow moderately complex instructions.
- Ability to work a flexible schedule, including days, evenings, nights, weekends and holidays.

CORE COMPETENCIES (SPECIALIST)

- Job Knowledge and Technical Expertise
- Strategic Thinking
- Project Management
- Problem Solving
- Attention to Detail

MINIMUM QUALIFICATIONS

- High School Diploma or equivalent.
- Demonstrated experience organizing and prioritizing multiple tasks

DESIRABLE QUALIFICATIONS

- Experience in hospitality, public contact, and community relations or customer service field.
- Proficiency with Microsoft Office Suite
- One (1) year experience in protective services field

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.