



Opening Date: 2/26/2018
Closing Date: Open Until Filled

Vacancy Announcement #34-17 Access Control Specialist-Part Time

SALARY: NEGOTIABLE

DC Residents Preferred

EVENTS DC

Engage, Excite, Entertain.

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

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, Support 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
- Coordinates work with 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.