



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, 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.**