



Opening Date: 3/22/19
Closing Date: Open Until Filled

Vacancy Announcement #37-19 Security Services Lead

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

The Security Lead of Events DC reports directly to the Security Supervisor. The primary function of the Security Lead shall be to fill-in, in the absence of a Security Services Supervisor or as necessary in accord with operational need. This function will apply to the daily operations of the shift. The Security Lead when not performing in a supervisory capacity will perform the duties of a Special Police Officer.

The Security Lead will ensure that all **officers** on duty:

- are properly uniformed, neat and professional in appearance;
- possess all necessary certifications/credentials,
- are knowledgeable of their duties,
- are comprehensively briefed on events in the building,
- are properly equipped with all necessary items to include earpieces, iPad, and radios,
- are aware of building access procedures and implementing such daily,
- are efficient in responding to and conducting investigations to formulate concise reports and enter them in the ISS system or applicable systems.
- are aware of and capable of implementing emergency procedures including, evacuations, shelter in place and active shooter protocol.

EXAMPLES OF WORK ASSIGNED

- Assist in the planning, organization and coordination of the shift including managing resources to create a post assignment sheet, factoring in the personnel constant, potential call-offs, contract security and event-based needs.
- Understand all facets of VIP escorts/ movements, elevator operations, crowd flow and crowd management.

- Assign, manage, rotate and supervise all posts when performing the duties of a supervisor and will assume the duties of a Special Police Officer when not in a supervisory capacity.
- Maintain radio contact with all officers and Command Center.
- Monitor radio transmissions to effectively manage floor operations.
- Ensure prompt and efficient reaction to, and direction of any incident reported.
- Monitor and work with Contract Security.
- Monitor and document employee attendance.
- Maintain a good working relationship with Event Management, Public Safety Management and all necessary Events DC Staff.
- Ensure professional contact and coordination daily with designated Events DC Superiors.
- Report all events to appropriate chain of command in a timely fashion.
- Manage found, recovered and abandoned property in accord with Public Safety Guidelines.
- Manage emergencies and staff during emergencies in accord with Events DC Public Safety guidelines.
- Interact with Public Safety staff in a professional and fair manner.

SKILLS, KNOWLEDGE AND ABILITIES

- Ability to demonstrate emotional stability during periods of tension and stress while carrying out assigned duties.
- Ability to recognize emergency situations and direct prompt and effective corrective measures.
- Ability to comprehend and follow verbal and written instructions.
- Ability to work a flexible schedule, including days, evenings, nights, weekends, and holidays.
- Good typing skills.
- Good aptitude for accuracy.
- Knowledge of general office practices and procedures.
- Ability to establish and maintain effective working relationships with supervisors, other employees and public.
- Ability to work in a fast, multi-task environment.
- Ability to stand for sustained periods of time.
- Ability to move about on foot throughout the building.
- Ability to express or exchange ideas by means of the spoken word.

CORE COMPETENCIES (MANAGER)

- Job Knowledge and Technical Expertise
- Oral & Written Communication
- Workplace Safety
- Organizational Awareness
- Initiative

ADA ESSENTIAL FUNCTIONS

- Ability to stand for sustained periods of time.
- Ability to walk extended distances and climb stairs to access the interior and environs of the Center.
- Ability to perform work outdoors during extreme hot and cold weather conditions.
- Ability to read and write instructions, directions, letters, memos, floor plans and other written materials.
Ability to converse orally and utilize standard telephones and two-way radios to receive and communicate information to staff and customers.

MINIMUM QUALIFICATIONS

- High School diploma or equivalent.
- Demonstrated ability to supervise or perform in a lead role, using independent judgment.
- Proficiency in a Windows environment with Microsoft Word, email systems and computer databases.
- Excellent verbal and written communication skills.
- Ability to establish and maintain effective relationships with all staff, show managers, in-house and external contractors.

- Ability to work a flexible schedule, including days, evenings, nights, weekends and holidays.
- Experience in traffic operations to include pedestrian control, taxi lane oversight and familiarity with dock operations.

DESIRABLE QUALIFICATIONS

- Two (2) years post-High School study in an accredited school, college or university, preferably in Administration, Hospitality, or a related field.
- Three (3) years work experience in security field.
- Valid Motor Vehicle Operator's License.

REQUIREMENT

- All positions require candidates to successfully complete our background screening process.

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.