

**AMERICAN FILM INSTITUTE
JOB DESCRIPTION**

POSITION: Part-Time Security Officer
DEPARTMENT: Office Services
LOCATION: Los Angeles/Campus

PRINCIPAL RESPONSIBILITIES:

AFI is seeking a part-time Security Officer to work as needed for our Day, Swing and Graveyard shifts.

The Security Officer is responsible for providing a safe and secure environment for staff, faculty, Fellows and visitors to the AFI campus.

The Security team is the first line of response to any unsafe situation that may arise by providing direct protection, conflict management and related public service.

PRINCIPAL DUTIES:

- Provide a visible deterrence to crime, prohibited activities or suspicious activities on campus, driveway and shared walkway.
- Provide ongoing inspections of the campus, reporting unusual activities or incidents and intervening (with force if necessary) to remove or detain potentially threatening elements.
- Observe campus and perimeter activities to identify and intercept suspicious or unauthorized individuals, vehicles and/or materials.
- Manage any arising conflict as efficiently and safely as possible. Certain crisis situations may require decisive action under extreme pressure.
- Perform hourly foot patrol of assigned location checking for unsafe conditions, hazards, unlocked doors, blocked entrance/exits and/or mechanical issues.
- Perform unlocking/locking procedures relevant to assigned post during the final hour of patrol.
- Inspect buildings, grounds and perimeters to identify and report any exterior lighting outages or other potential hazards.
- Communicate with Switchboard and Human Resources to ensure smooth daily operations of campus.
- Open and secure rooms and facilities as scheduled. Sweep each unoccupied room to assess items of value. Any personal items left behind must be documented unless found in a common area. In which case, the item should be logged in and placed in the Lost and Found.
- Enforce AFI's parking policy as outlined in the Security Manual including issuing parking citations for policy violations.

- Monitor traffic flow and provide parking assistance during special events or other campus activities (e.g., registration).
- Prevent unauthorized removal of AFI's equipment or materials.
- Respond to emergency and routine incidents; move quickly to location and effectively diffuse dangerous situations. Be prepared to directly confront hostile persons to protect lives and property.
- Investigate and report all incidents/accidents, theft and other security concerns. Incident reports must be submitted to Human Resources upon completion and no more than 24 hours after the incident
- Serve as a member of the Emergency Response Team.
- Assist in execution of practice and actual evacuation drills.
- Assist in communicating information to the Emergency Response Team members during an evacuation and/or other emergency situation.
- Maintain radio communication with security personnel.
- Check and secure all areas during shift and upon campus closing.
- Monitor Security cell phone and respond to all calls. Coordinate any after business hours deliveries of production trucks, vehicles and/or equipment, including pick up of the same.
- Monitor alarm systems and respond appropriately to sounding alarms including communicating with Tyco ADT, fire and/or law enforcement.
- Submit Daily Activity Report (DAR) by end of shift. Report to include all tasks performed and relevant campus activities observed during shift (i.e., parking violations, trespassers, lost and found, etc.).
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- High School Diploma required.
- Minimum two years experience in Security Operations.
- Ability to pass a physical fitness examination.
- Must possess a current Security Guard certification issued by the State of California or other licensing agency.
- Must possess a current pepper spray permit.
- CPR and First Aid Certification required.
- Training in the exercise of the powers to arrest desired.
- Availability to work a variety of shifts, sometimes with short notice, is a must.
- Ability to maintain professional composure when handling varied high-pressure situations including hostile persons.
- Ability to act effectively without immediate supervision in making judgments regarding policy and procedures.
- Skilled in observation techniques.
- Highly developed customer service skills with the ability to establish and maintain rapport with internal and external contacts.

- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Strong oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Strong time management, organizational and multi-tasking skills coupled with the ability to work independently and with minimal supervision. Strong diplomacy skills and professionalism are mandatory.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion at all times.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Ability to work calmly under pressure.
- Personal integrity and the ability to inspire confidence and trust.
- Computer skills with strong knowledge in Microsoft Word, Excel and Mac Mail.
- Ability to stand/work for extended periods of time.
- Ability to run and/or climb stairs to respond quickly to emergency situations.
- Exposure to inclement weather; required to work in/or under conditions that require the use of protective gear with an awareness of personal safety and safety of others.