



American Samoa Community College
Security Division
EMPLOYMENT OPPORTUNITY

Position Title: Security Manager
Employment Status: Full Time 12 months (Career Service)

General Description:

The Security Manager reports directly to the Security Officer. The main function of the Security Manager is to directly supervise and coordinate work activities for the Security Division on a daily basis. The position requires the supervision of Security personnel in their daily assigned tasks and responsibilities.

Responsibilities and Duties:

Administrative

- Supervise Security personnel with respect to their assigned tasks and responsibilities, and make recommendations to the Security Officer on a daily basis
- Communicate and inform the Security Officer of incidents or any other occurrences that require security services
- Have in place safety plans activities for all ASCC facilities and ensure these plans align with the emergency response action plan and the incident action plan
- Understand the safety procedures and security regulations set by ASCC
- Enforce campus security for all students, faculty, staff, and the community

Technical

- Train, advise, and orientate the security crew in work ethics, safety, work hazards, and personal hygiene in order to meet the efficiency level of the division
- Ensure the assignment schedule is set a week in advance for the Security Staff
- Investigate and report hazards and unusual or suspicious activities and circumstances, and follow-up with actionable resolutions and written reports
- Oversee pedestrian activity and traffic in assigned areas to ensure enforcement of ASCC policies, rules, and regulations
- Maintain a safe environment by ensuring that the daily securing of classrooms, offices, and facilities is maintained.

Reporting

- Report all security related inquiries to the Security Officer
- Provide written reports of incidents during shift
- Perform other duties and tasks as assigned by the Security Officer

Minimum Qualifications:

- Bachelor's degree or have five (5) – seven (7) years of demonstrated experience with proven supervisory or management skills
- Extensive knowledge of security protocol and procedures
- Excellent communication skills
- Understanding of Hazmat, Standard AID and CPR

AMERICAN SAMOA COMMUNITY COLLEGE
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- Must have a valid driver's license
- Certification is a plus

Salary Range: GS-12/01-06: \$30,212.00 - \$35,412.00 per annum

Application Deadline: November 9th, 2023, no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at www.amsamoa.edu/employmentopportunities or by emailing ascchumanresources@amsamoa.edu.

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