



American Samoa Community College
Security Division
IN-HOUSE EMPLOYMENT OPPORTUNITY

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

General Description:

The Security Officer reports directly to the ASCC Vice President of Administration & Finance. The main function of the Security Officer is to directly supervise and coordinate work activities for the Security Division on daily basis. He/she will coordinate and supervise all Security personnel in their daily assigned tasks and responsibilities, to include the following: upholding all safety communications and procedures of ASCC, including key leadership in facilitating approved plans during Emergency Evacuation; displaying of flags; monitoring traffic and overseeing designated parking areas; monitoring and patrolling the entire campus; carrying an after-hours phone; monitoring time clock procedures; monitoring campus access during working and non-working hours; coordinating daily and monthly security and inspection reports; and ensuring compliance with applicable policies and regulations while implementing security measures.

Responsibilities and Duties:

Administrative

- Supervises Campus Security personnel with respect to assigned tasks and responsibilities for security services
- Develops and submits annual plans and budget proposals for the approval of the Vice President of Administration & Finance
- Implements Safety Standard Operating Procedures on a daily basis and manages Emergency Action Plans and incident action plans
- Enforces safety procedures and security regulations set by the College as well as federal requirements and regulations
- Oversees patrolling tasks and schedules for security shift assignments
- Enforces campus security regulations for all students, personnel, and community
- Participates in local, institutional or College-affiliated committees and/or trainings that may impact or involve security services (policy review, resource management, leadership, certification, etc.)
- Participates as a member in the ASCC Accreditation Steering Committee and assists in the compiling of Standard III.B
- Consults and works closely with the Vice President of Administration and Finance on new ASCC projects and additional assignments
- Conducts and ensures that all security staff are evaluated annually and submits related documentation to the Human Resources Office in a timely manner (Performance Evaluation)
- Recruits, recommends, and participates in the hiring of employees and maintains accurate records of employee qualifications and credentials
- Coordinates the purchasing and maintenance of dress attire to ensure compliance standards and the safety of staff

Technical

- Provides training for security staff in work ethnics, safety, work hazards, and personal hygiene in order to meet the mission of the division
- Conducts briefings and coordinates training and special assignments, and evaluates safety and security matters on a daily basis
- Investigates and reports on hazardous, unusual or suspicious activities and/or circumstances, and ensures follow up with actionable resolutions and written reports
- Oversees pedestrian activity and traffic in assigned parking areas to ensure enforcement of College policies, rules and regulations
- Reviews reports from subordinates for completeness, ensures follow-up if needed, and provides written and oral reports to supervisor

Planning

- Facilitates, plans, and maintains a safe environment by ensuring that classrooms, offices, parking areas, and facilities are secured daily
- Reviews and approves all divisional Procurement Requisitions (PR)
- Coordinates the review, implementation, and evaluation of Standard Operation Procedures for security services
- Meets regularly (daily, weekly, biweekly, monthly, etc.) with all security staff to discuss institutional updates and the coordination of plans congruent to services offered
- Oversees and maintains inventory of security equipment to ensure service quantity, personnel safety, and cost efficiency for the division
- Meets monthly with the Vice President of Administration and Finance to provide statuses on current and ongoing projects

Reporting

- Provides written monthly reports of incidents to the Vice President of Administration and Finance
- Performs other duties tasks as assigned by the Vice President of Administration & Finance to meet the needs of the College

Minimum Qualifications:

- Bachelor's degree in Criminal Justice, Security Management, or related field
- At least two (2) – four (4) years of campus security experience
- Knowledge of public laws and college policies
- Excellent communication, public skills and the ability to build relationships and address incidents
- Availability and ability to work long hours as needed
- Understanding of Hazmat, Standard Aid; CPR familiarity/certification is a plus

Salary Range: GS-15/01-05: \$50,244.00 - \$54,924.00 per annum

Application Deadline: May 5th, 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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