

**AMERICAN FILM INSTITUTE
JOB DESCRIPTION**

POSITION: Lead Security Officer
DEPARTMENT: Security Operations
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Lead Security Officer is responsible for collaborating with the Director, Campus Operations and Human Resources department to organize and coordinate the security program according to Institute policies. The Lead Security Officer is a floater position and may be called on to cover for the Director, Campus Operations, assisting with scheduling Security personnel during call outs and managing security operations, including the management of potential emergency/crisis situations during the Supervisor's absence.

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 safe and secure environment for staff, faculty, Fellows and visitors to the AFI Campus.
- Provide direct security and related public service.
- Manage any arising conflict as efficiently and safely as possible. Certain crisis situations may require decisive action under extreme pressure.
- Provide a visible deterrence to crime, prohibited activities or suspicious activities on campus, driveway and shared walkway.
- Conduct ongoing inspections of the campus, observing and reporting unusual activities and incidents, and intervening with force, if necessary, to remove or detain potentially threatening elements.
- Assist in the supervision and direction of the members of the Security team.
- Review all submitted Daily Activity Reports and bring any issues to the Security Supervisor or HR's attention.
- Assist in training and guidance of the Security Officers as well as general staff regarding security policies and/or procedures.
- Review all email communications, and complete any required follow up.
- Prepare and maintain post orders and instructions for the Security team.
- Respond to and stand by for termination requests or HR related communication to assist with workplace issues.
- Performs foot patrol of assigned location checking for unsafe conditions, hazards, unlocked doors, blocked entrance/exits and/or mechanical problems.

- Inspects buildings, grounds and perimeters to identify any exterior lighting outages or other potential hazards.
- Observe campus activities to identify and intercept suspicious or unauthorized individuals/vehicles and/or materials.
- Investigate and report all incidents/accidents, theft and other security concerns. HR must be notified of all incident reports as soon as possible, and finalized reports must be submitted to HR upon completion and no more than 24 hours after the incident.
- Prevent unauthorized removal of Institute equipment or materials.
- Check and secure all areas during shift and upon campus closing.
- 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.
- Coordinate with law enforcement and fire department as needed.
- Submit a Daily Activity Report 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.).
- Provide coverage for Security Officers during time off, call outs, lunch and break periods as needed.
- Meet monthly with the Manager, Campus Facilities to review and discuss security concerns.
- Maintain radio communication with HR, Facilities, switchboard and Security team.
- Monitor alarm systems and respond appropriately to sounding alarms, including communicating with Tyco, ADT, fire and/or law enforcement.
- Maintain and monitor Security cell phone. Respond to all calls and report when balance on cell phone is low or phone is malfunctioning.
- Coordinate any deliveries of production trucks, vehicles and/or equipment, after business hours.
- Retrieve and secure all packages remaining in the reception area to the Service Center and record on the Package Delivery Tracking Log.
- 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 to individuals violating policy.
- Monitor traffic flow and provide parking assistance during special events or other campus activities (i.e., rental screening).
- Prevent unauthorized removal of AFI's equipment or materials.
- Serve as a member of the Emergency Response Team.
- Assist in execution of practice and actual evacuation drills.
- Monitor alarm systems and respond appropriately to alarm events, including communicating with TYCO, ADT, fire and/or law enforcement.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree preferred.
- Minimum three years experience in security operations.
- Minimum one year experience supervisory skills.
- Must possess a valid gun permit.
- 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.
- 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.
- Can work independently while being an integral member of a high-functioning team.
- Proven project management skills with the ability to take a project from conception through completion with minimal supervision.
- 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; 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 with 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.
- Must be available by personal cell phone during non-office hours for time sensitive, business-related communications.

SUPERVISION:

The Lead Security Officer, performs all duties and responsibilities under the guidance and supervision of the Director, Campus Operations.