

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Campus Information Security Officer
DEPARTMENT: Campus Operations
LOCATION: Los Angeles/Campus
COVID-19 PROTOCOL: AFI required full vaccination against COVID-19 for all employees, subject to limited, legally required exceptions. Proof of vaccination, or documentation supporting an exception to this policy, will be required prior to employment.

The American Film Institute is a nonprofit organization with a mandate to champion the moving image as an art form. Established in 1967, AFI launched the first comprehensive history of American film and sparked the movement for film preservation in the United States. In 1969, AFI opened the doors of the AFI Conservatory, a graduate-level program to train narrative filmmakers.

PRINCIPAL RESPONSIBILITIES:

The Campus Information Security Officer is responsible for the overall efficiency of information being disseminated from the Campus Information Center, answering all incoming calls and assisting Campus visitors and guests. In addition, as a member of the Security team, the position is responsible for providing a safe and secure environment for staff, faculty, Fellows and visitors to the Campus by monitoring the campus security camera system and reporting any unusual conditions. The Campus Information Security Officer 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:

- Monitor the Campus Information Center and campus CCTV security camera system.
- 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.
- Maintain and monitor the campus phone and respond to all calls and information requests.
- Retrieve and secure all packages remaining in the reception area to the Service Center and record on the Package Delivery Tracking Log.

- Maintain a professional appearance in the CIC/switchboard area at all times.
- Oversee Wrathers A & B, conference rooms and lobby to ensure the spaces are maintained according to office standards.
- Assist with monitoring groups to ensure furniture and/or classroom materials taken from other rooms are returned to their original location, including the Wrather Galleries.
- Manage any arising conflict as efficiently and safely as possible. Certain crisis situations may require decisive action under extreme pressure.
- Identify and report any potential building hazards like exterior lighting outages, obscured camera angles, etc.
- Oversee the Lost & Found inventory control. Any personal items left behind on campus must be documented/logged in and placed in the secure storage.
- Assist in monitoring traffic flow and provide assistance to Security in enforcing AFI's parking policy as outlined in the Security Manual.
- 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.
- Report all incidents/accidents, theft and other security concerns and assist in collecting supporting security footage. All relative footage for campus incidents must be submitted to Campus Operations 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 other on campus Security personnel.
- Monitor alarm systems and respond appropriately to alarm events, 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.).
- Assist with campus patrol duties as needed during personnel shortages.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- High School Diploma required; some college preferred.
- Minimum two years experience in Security Operations required; CCTV monitoring experience required.
- Prior experience handling a multi-line phone system preferred.
- Must possess a current Security Guard certification issued by the State of California or other licensing agency.

- Must possess a current pepper spray permit as well as CPR and First Aid Certification (or obtain them within 45 days of hire).
- Highly skilled in observation and reporting techniques.
- 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.
- Highly developed customer service skills with the ability to establish and maintain rapport with internal and external contacts.
- Detailed 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.
- Computer skills with experience using in Microsoft Word, Excel and Google Calendars.
- Ability to lift/carry at least 50 lbs., 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.