



## Job Description

**Job Title:** Administrative Specialist - Security  
**Department:** Security

**Grade:** I  
**FLSA:** Non-Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

To support and assist the Executive Director of Security with coordinating all the general functions of maintaining the Security Department

### **Characteristic Duties and Responsibilities:**

1. Performs a variety of administrative tasks.
2. Assists in budget processes.
3. Creates and updates unit's files.
4. Monitors inventory and supplies.
5. Provides clerical support for committees.
6. Supervises and manages other clerical worker.
7. Manages the database and handles the Parking Record management-Student/Staff parking record.
8. Answers Security Administrative Call Line and provides answers to simple requests or inquiries as a source of information. Assists Security and Emergency Management administration personnel with daily tasks such as facilitating training for security officers and coordination of tasks with contracted maintenance.
9. Other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to Senior Director of College Security

**Direction Given:** May be responsible for directing and monitoring other clerical employees

### **Minimum Requirements:**

High School Diploma or GED and completion of a minimum of one course beyond high school related to office or administrative support skills, advanced Microsoft Office skills to include word processing, spreadsheets, databases, graphics, web page development and 3 years of experience in an office environment working in an administrative support role.



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### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of Standard office procedures and equipment

Knowledge of computer and office applications

Ability to coordinate office flow

Ability to work well with diverse backgrounds

### **Working Conditions:**

Typical office environment