

Sr. Control Room Attendant (5326C) 70559
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238736>

Downloaded On: Jul. 27, 2024 12:23pm

Posted Jul. 25, 2024, set to expire Nov. 4, 2024

Job Title Sr. Control Room Attendant (5326C) 70559
Department
Institution University of California, Berkeley
Berkeley, California

Date Posted Jul. 25, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Facilities/Maintenance/Transportation

Apply Online Here <https://apptrkr.com/5385338>

Apply By Email

Job Description

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Sr. Control Room Attendant (5326C) 70559

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and

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commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

One of the nation's leading university museums, the University of California's Berkeley Art Museum and Pacific Film Archive (BAMPFA) is a forum for cultural experiences that transform individuals and advance the local, national, and global discourse on art and film. As the premier visual arts venue at America's top public research university, BAMPFA is uniquely dedicated to art and film in equal measure, presenting more than four hundred film screenings, dozens of public programs, and more than fifteen exhibitions annually.

Application Review Date

The First Review Date for this job is July 10, 2024

Responsibilities

Control Room Guard:

- Serves as control room lead on assigned shift.

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- May supervise control room and gallery security guards (students) as assigned.
- Enforces security regulations and controls primary access to secure areas.
- Controls access for staff and visitors entering restricted areas.
- Controls use of museum staff key, access cards, and maintains logs.
- Manages packages delivered to the museum entrance and loading dock.
- Monitors and interprets security and environmental control panels and respond to alarm activations that occur.
- Monitoring multiple (80+) cameras at locations throughout the building and grounds.
- Utilizes surveillance system to monitor secure and sensitive locations in combination with alarm panels, entrances, galleries and collection storage space.
- Investigates and documents entrances to controlled areas, changes in humidity or temperature, and various system malfunctions.
- Follows up when environmental alarms are activated to ensure they are responded to.

Special Events and Programs:

- Serves as one of the Special Event Security Coordinators in the Security and Operations Department.
- Crowd control for internal, University, and private special events which vary in size and level of complexity.
- Security surveillance for events which are often demanding due to the large number of attendees, and the social nature of events.
- Responsible for overseeing event preparation and set-up.
- Verifies that all event related deliveries are complete and vendor set up is effective.
- Supervises and participates in set up of tables, linens, chairs, sound equipment, glassware and other equipment and materials as required.
- Prepares package storage for events.
- Works closely with staff, event sponsors and vendors to ensure venue is prepared.
- Ensures all guests and vendors adhere to security and safety regulations and maintain University policies for alcohol consumption.
- Ensures that all security staff keep food and beverages in designated areas and out of exhibition spaces.
- Monitors and allows only invited guests to access special event areas.
- Assists with crowd control.
- Oversees clean up, and ensures that all equipment is returned to storage.

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General Security and Operations:

- Assists with providing general security and operations support.
- Covering other security posts as needed.
- Serving as temporary supervisor of student and contract guards as needed,
- Serving on committees, working with campus departments responsible for facility and or security/police services, and special department projects as assigned.
- Verifies that student gallery attendants maintain a professional appearance and periodically inspect galleries to ensure attendants are carrying out their duties.
- Periodic rounds of facilities to ensure safety.
- May open or close the museum facilities in a secure manner.

Other Duties as Assigned:

- Embraces the principle of continuous learning and development by engaging in opportunities for training, workshops, seminars, and continuing education pertinent to the position or at the suggestion of the supervisor.
- Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB) within the Security and Operations team and across BAMPFA.

Required Qualifications

- Ability to monitor numerous security system components simultaneously, and balance the need for high security and provide good customer service to vendors and visitors.
- Must be vigilant, accurate, and attentive to detail.
- Must possess the ability to remain calm under pressure.
- Must be able to work well as a team member and respond effectively to changing conditions.
- Must be available to work weekends, evenings, and holidays as needed.
- Must be dependable and on time for shift start.
- Must be able to serve on-call if emergency situations arise 24/7.
- Knowledge of MAC OS and MS office; FileMaker; Google mail, calendar, and drive; Adobe Acrobat.
- High School Diploma and/or equivalent experience.

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Preferred Qualifications

- Experience working in security and working with the public is desired.

Salary & Benefits

This is a full-time, career position.

This position is eligible for full UC benefits. For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$21.26 (step 1) - \$24.92 (step 9).

How to Apply

To apply, please submit your resume and cover letter.

Referral Source info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

Conviction History Background

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This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

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To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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