

Security Specialist (5039U) - 73104  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=245619>

Downloaded On: Oct. 19, 2024 6:00pm

Posted Sep. 23, 2024, set to expire Jan. 19, 2025

<b>Job Title</b>	Security Specialist (5039U) - 73104
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Sep. 23, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
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**Job Description**

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**Security Specialist (5039U) - 73104**

**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](http://grow.berkeley.edu).

### **Departmental Overview**

One of the nation's leading university museums, the University of California, 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 300 hundred film screenings, dozens of public programs, and more than fifteen exhibitions annually. BAMPFA takes a contemporary and critical perspective on its wide-ranging collections.

### **Position Summary**

The Security Specialist assists with oversight and managing day-to-day operations of student gallery attendants, ensuring they maintain a high level of professionalism and are well-prepared to assist patrons. This position is actively present on the gallery floor to provide direct supervision, guidance, and support to the attendants, ensuring that security protocols are followed, and the museum remains a welcoming and safe environment for all patrons. In addition to supervisory duties, the Security

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Specialist acts as the first responder to emergencies, including medical incidents, security breaches, and fire hazards. This position handles patron concerns, providing timely assistance and resolving issues in a calm and professional manner. The role also involves administrative tasks and conducting regular safety inspections, coordinating staff schedules, and collaborating closely with other departments to ensure the smooth operation of museum events, programs and exhibitions.

### **Application Review Date**

The First Review Date for this job is: 10/04/2024.

### **Responsibilities**

#### Crowd Control:

- Maintain order among crowds at public events using means other than firearms.
- Responds to alarm activations and inspects areas for security, fire, and accident hazards, and takes appropriate action to minimize risks.
- Controls public safety rule infractions and irregularities in public buildings such as auditoriums, museums, and theaters.
- Protects BAMPFA property including artwork and the facility.

#### Event and Program Support:

- Working closely with the BAMPFA staff, oversees and helps with facility events and operations including hands-on participation in set up, clean up, and other event needs.
- Serves as one of the security special event coordinators responsible for event staffing.
- Resolves problems or issues that may disrupt events.
- Maintains order in the facilities, at events, and programs.

#### Visitor Service:

- Assists and directs visitors.
- Maintains positive public relations with all persons visiting assigned areas and parking lots.
- Maintains a prominent presence in assigned areas to deter criminal activity.
- Ensures established rules are followed by the public.

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Assisting in Security Supervision:

- May serve as back up for either of the two Security Supervisors.
- Provides general security and operations support to Gallery Attendant Security Supervisor.
- This can include covering other security posts as needed, providing crowd control, and acting as the first responder to art, film, or patron-related incidents, resolving visitor concerns, etc.

Gallery Attendant Supervision:

- Makes assignments and inspects galleries to ensure gallery attendants are carrying out duties effectively.
- Coordinates with the Senior Manager of Operations in order to determine gallery attendant staffing requirements for events.
- Maintains sign-up sheets in order to meet the determined staff requirements for events and general operations.
- In conjunction with the gallery attendant supervisor, manages email communications.
- Maintains gallery attendant database sheets and schedules.
- Corrects and approves gallery attendant timesheets in the Caltime payroll system.

Closing Procedures:

- Controls closing of the galleries.
- Controls entry to restricted areas and checks the identity of the person seeking entry.
- Uses the camera system and other security equipment to actively monitor and regulate activity.

Campus Collaboration:

- May be asked to serve on committees, work with campus officers responsible for building and/or security services, and work on special projects.
- Works with campus and professional repair services and conducts minor maintenance and repairs on systems.
- Ensures that vendors and guests meet security guidelines.

Reporting and Records Maintenance:

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- Maintains and reviews logs, recordings, databases, and other communications records.
- Ensures all records, including confidential items and electronic data, are securely handled, stored, accessed, and released only in compliance with applicable law and policy.
- Provides related training on record management as needed.

### Required Qualifications

- Demonstrated leadership skills in mentoring and advising employees.
- Actively cooperates and supports the work of others.
- Ability to effectively manage multiple priorities and execute plans to meet deadlines.
- Organizational skills to applied to coordinating assigned staff schedules and unit operations.
- Interpersonal skills to effectively work well with others to achieve common goals.
- Customer service orientation to quickly address questions or issues.
- Ability to apply judgement to quickly evaluate issues and on the spot identify a potential solution within defined procedures and policies.
- Interpersonal skills to handle sensitive and/or stressful situations with a multi-cultural population and escalate appropriately.
- Highschool Diploma and/or equivalent experience/training.

### Preferred Qualifications

- Knowledge of regulations regarding hazardous materials, fire codes, building codes, and all other relevant safety requirements and ability to apply concepts to operations in assigned unit.
- Knowledge of and/or can quickly learn organization, HR and UC policies and processes.
- Knowledge and ability to monitor compliance with relevant regulatory agencies federal and state requirements.
- Experience working in a security role in a museum.
- Experience working with students in a professional environment.
- First Aid, AED, Emergency preparedness trainings.

### Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC Benefits.

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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 annual salary that the University reasonably expects to pay for this position is \$57,000.00 - \$62,000.00.

### **How to Apply**

- To apply, please submit your resume and cover letter.

### **Diversity Statement**

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

### **Other Information**

- This is not a visa opportunity.

### **Conviction History Background**

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

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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 [https://apptrkr.com/get\\_redirect.php?id=5662059&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5662059&targetURL=U.S. Equal Employment Opportunity Commission) poster.

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

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

### **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.

### **To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)



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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

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