

Physical Security Specialist III

Department of Facilities & Environmental Services

Full-Time, Temporary

Non-Exempt, Pay Grade 10

Benefits-Eligible

Join the Albemarle County Team:

[Albemarle County](#) is one of the most desirable locations in Virginia and the nation, with an excellent school system, low taxes, low crime and unemployment rates, a skilled and educated workforce, and a wealth of cultural, historical, and recreational amenities in a beautiful setting.

It's our mission to enhance the well-being and quality of life for all citizens through the provision of the highest level of public service consistent with the prudent use of public funds.

We deliver this in a [diverse locality](#), with rural, suburban and urban characteristics. The **Albemarle County Core Values** are the foundation for all we do.

- **Integrity:** We value our customers and co-workers by always providing [honest and fair treatment](#).
- **Innovation:** We embrace creativity and positive change. Learn about this from the People of Albemarle. Have you heard about our partnership for an [autonomous shuttle](#) in Crozet?
- **Stewardship:** We honor our role as stewards of the public trust by managing our [natural](#), [human](#) and [financial](#) resources respectfully and responsibly.
- **Learning:** We encourage and support lifelong learning and personal and professional growth. We support our team through internal and external training opportunity. Check out our *free* in-house training opportunities.
- **Community:** We expect diversity, equity and inclusion to be integrated into how we live our mission. See how we're living out this value in the Office of Equity and Inclusion [2020 Annual Report](#).

We take care of our team, offering employees [BE WELL Albemarle](#) support to provide opportunities to understand and follow an active lifestyle that promotes a culture of good health and wellness.

We take care of the [environment](#), with a department dedicated to programs supporting Pollution Prevention (P2), Energy Conservation and other environmental initiatives.

The Physical Security Specialist III

The Albemarle County Department of **Facilities & Environmental Services** is actively recruiting a **Physical Security Specialist III** to join our team. The successful **Physical Security Specialist III**, performs general security and contract oversight tasks associated with the physical security of designated County facilities to ensure the safety and security of County staff and visitors to the facilities. In addition to staffing a security desk, the position will coordinate the scheduling of contracted security services and will assist the Chief of Facilities and Operations in his responsibilities to develop and administer security operations policy, procedures, regulations, and protocols for all County facilities. The Physical Security Specialist III is an Essential Employee and is subject to after-hours recall to respond to emergencies.

The Expectations

Essential functions and responsibilities of **Physical Security Specialist III** include, but are not limited to, the following:

ESSENTIAL FUNCTIONS:

- Serves as a “welcome ambassador” while staffing the security desk, providing “way finding” and general assistance as needed;
- Ensures a safe, threat free environment for staff and visitors by intervening when a situation warrants, and de-escalating confrontations;
- Develops and revises, when needed, post orders for the security desk(s);
- Monitors visitor entry and exit directly as well as via surveillance camera system;
- Monitors and controls door access via the access control system;
- Provides a daily activity log to include, but not limited to significant events, time, duration, and reason if the security desk is left unattended, visitor count and redirection information;
- Coordinates scheduling of contracted security personnel;
- Ensures contracted security personnel are knowledgeable in the use of the surveillance camera system, card access system, and have a complete understanding of post orders;
- Assists the Chief of Facilities and Operation in the conduct of investigations by searching access and surveillance camera systems for relevant data;
- Assists the Chief of Facilities and Operations with the development, implementation, administration, and maintenance of the facility security policy and evacuation plans
- Assists the Chief of Facilities and Operations in identifying and budgeting for physical security and safety improvements to County facilities;
- Other duties as may be assigned.
- Performs related tasks as required.

THE QUALIFICATIONS

Education and Experience

Must possess a high school diploma or equivalent with a minimum two years’ experience within security, military, law enforcement or related field. Must meet qualification standards established by DCJS for armed personnel pursuant to the Code of Virginia and all chapters thereof pertaining to the general requirements for registered personnel and certified personnel. Must be in compliance with the standards and procedures established pursuant to Code of Virginia, Part V, Compulsory Minimum Training Standards for Private Security Services Business Personnel to include, but not limited to Article 11. Registration/Certification Requirements Section 6 VAC 20-171-350 Entry Level and 6 VAC 20-171-360 In-Service Training and Article 2, Firearms Training Requirements, Sections 6 VAC 20-171-365 General Firearms Training and 6 VAC 20-171-370 Entry Level Handgun Training. Additionally, must maintain certifications in First Aid, Cardiopulmonary Resuscitation (CPR), and Automated External

Defibrillator. Must possess DCJS License. Must have undergone defensive tactics training including the use of pepper spray and firearms.

Knowledge, Skills and Abilities

General knowledge of methods and developments in facility security and safety. Computer literacy to include the use of MS Office suite, card access system software, and surveillance camera software. An ability to meet, communicate, and deal effectively with the general public. Advance knowledge and skills associated with the provision of physical security and de-escalation.

THE PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

Majority of work is performed indoors in a climate-controlled environment and will require prolonged sitting, standing, stooping, and the lifting/carrying moderate weight (15-20 lbs) objects. May require occasional exposure to adverse weather conditions (i.e., temperature extremes, humidity, rain, snow, ice, etc.). Regular contact with staff and members of the general public occurs on a daily basis. Contact with elected officials and other County officials occur on an infrequent basis. At all times, regardless of contact, the Physical Security Specialist III will exercise judgement, tact, and consistent interpretation skills.

THE SALARY RANGE

The hiring range for this position is \$17.50 - \$19.50 per hour. Starting offer is based on applicable education beyond minimum requirements and internal equity. The position also provides excellent benefits including 12 paid holidays, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, and continuing education/training opportunities. This is a full time, temporary, FLSA non-exempt position. *Internal candidates will receive pay adjustments in accordance with Local Government Personnel Policy, §P-60.*

DEADLINE FOR APPLICATIONS: Position open until filled.

PROCESS: For consideration please apply at <https://albemarleva.tedk12.com/hire/index.aspx>

EOE/EEO

Albemarle County is an equal employment opportunity employer, and does not discriminate against any group or individual on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in regards to any aspect of employment policy and practice: recruitment, testing, selection, assignment, pay, conditions of work, training, leave, overtime, promotion, discipline, demotion, and separation.