

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 7/8/16

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ANNOUNCEMENT NO. 56

AIRPORT SECURITY COORDINATOR

(NON-COMP)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a NON COMPETITIVE examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$23,333.40 to \$70,234.84 per Year.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, FRIDAY, JULY 22, 2016 UNTIL 4:30 P.M. ON THURSDAY, AUGUST 4, 2016.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, AUGUST 4, 2016.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

NOTE: THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY ONE YEAR FROM THE DATE OF ITS APPROVAL BY THE CIVIL SERVICE COMMISSION.

DUTIES OF THE POSITION

Under direct supervision, provides day-to-day coordination of all security matters. Implements programs and policies as established in FAA approved airport security program. Reviews computerized ID database. Programs and monitors security access safecard computer system. Performs SIDA inspections and reports discrepancies. Maintains records of security guard services and supplies. Establishes contact with federal, state, and local law enforcement agencies and pertinent security officials to establish communication lines. Establishes and maintains records of each law enforcement action taken. Conducts security-related training sessions, briefings, and presentations for employees, management officials, tenants, and contractors. Works with tenants in coordinating security and solving problems relating to airport security. Supervises assigned staff. Develops and monitors employee work plans. Counsels, coaches, and instructs employees and prepares performance evaluations. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. A Bachelor's Degree in Business, Public Administration, Criminal Justice, or closely related field from a four year accredited college or university is required. One year of full time paid direct responsibility for a security program at a commercial airport, government facility, military base, or similar-sized facility involving the safety and security of large numbers of the general public or personnel is required. A valid State of Ohio Driver's License is required. Must obtain an Airport Security Coordinator certification as required by the TSA within six months of the date of hire. Must be able to lift and carry 30 pounds. Computer literacy with MS Office Suite and Internet Explorer is preferred. Must successfully complete a Transportation Security Administration Fingerprint-based Criminal History Records Check and employment background check.

NOTE: Minimum qualifications must be met as of the last day of the filing period unless otherwise stated.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT CHECKLIST: READ CAREFULLY

APPLICATIONS MUST BE RETURNED IN PERSON BY THE APPLICANT!!!!

YOUR APPLICATION PACKET MUST CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED EACH OF THE MINIMUM QUALIFICATIONS STATED IN THE BULLETIN, OR YOUR APPLICATION WILL BE REJECTED.

BEFORE SUBMITTING YOUR COMPLETED APPLICATION, PLEASE REVIEW THE FOLLOWING CHECKLIST

REQUIRED ITEMS	DONE
COMPLETED APPLICATION FORM (DO NOT STATE "SEE ATTACHED RESUME"). IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS	
SIGN AND DATE THE COMPLETED APPLICATION (It does NOT have to be notarized).	
A BACHELOR'S DEGREE IN BUSINESS, PUBLIC ADMINISTRATION, CRIMINAL JUSTICE, OR CLOSELY RELATED FIELD FROM A FOUR YEAR ACCREDITED COLLEGE OR UNIVERSITY IS REQUIRED.	
PROOF OF ALL COLLEGE DEGREES LISTED IN THE APPLICATION (copies of diploma and/or official transcripts).	
CURRENT RESUME OR OTHER INFORMATION INDICATING THE REQUIRED EXPERIENCE OR CERTIFICATIONS: ONE YEAR OF FULL TIME PAID DIRECT RESPONSIBILITY FOR A SECURITY PROGRAM AT A COMMERCIAL AIRPORT, GOVERNMENT FACILITY, MILITARY BASE, OR SIMILAR-SIZED FACILITY INVOLVING THE SAFETY AND SECURITY OF LARGE NUMBERS OF THE GENERAL PUBLIC OR PERSONNEL IS REQUIRED.	
COPY OF VALID STATE OF OHIO DRIVER'S LICENSE IS REQUIRED.	
THE THREE (3) CARDS IN THE APPLICATION MUST BE COMPLETED (this includes the job classification on the top line of each card, as well as your name and address. <u>Leave ID number blank; we will assign this to you.</u>)	
<i>NOTE:</i> THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY ONE YEAR FROM THE DATE THAT IT IS APPROVED BY THE CIVIL SERVICE COMMISSION.	
COPY OF ANY PROFESSIONAL LICENSE(S) OR CERTIFICATIONS LISTED IN THE APPLICATION.	
Any other information or materials that demonstrate your qualifications and experience for this position. IT IS ESSENTIAL THAT YOU DESCRIBE YOUR EDUCATION AND EXPERIENCE AS COMPLETELY AS POSSIBLE. AMBIGUITY OR VAGUENESS WILL NOT BE DECIDED IN AN APPLICANT'S FAVOR. YOUR APPLICATION PACKET SHOULD CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED EACH OF THE MINIMUM QUALIFICATIONS. A cover letter is welcomed but not required.	

PLEASE NOTE: DURING THE LIFE OF THE ELIGIBILITY LIST YOU MUST NOTIFY CIVIL SERVICE OF ANY CHANGE OF ADDRESS. FAILURE TO DO SO COULD RESULT IN YOUR REMOVAL FROM THE LIST

THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE **AT THE TIME OF FILING.** IF THESE ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT BE ACCEPTED OR APPROVED.

ANYONE WHO WISHES TO REQUEST AN ACCOMMODATION MUST DO SO **AT THE TIME OF FILING.** THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMMODATION IS REQUIRED. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.