

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Airport Access Control Coordinator	Job Code: 2247
Date: February 12, 2020	EEOC Code: AS
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is administrative support work monitoring, coordinating, and verifying the airport badging system and functioning as a designated Airport Security Coordinator (ASC).

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the Airport Manager and performs all tasks under general direction. This work is distinguished by its responsibility to coordinate all airport badging operations in compliance with Federal law.

ESSENTIAL DUTIES: Assist Airport Manager in performing TSA security-related activities and communications; coordinate activities and programs involving security access and ID media; communicate airport access rules and regulations to the public, employees, tenants, law enforcement personnel and fire personnel, members of the media, and other airport users; as assigned, regularly review and ensure all security-related operations are effective and in compliance with City Policy, Federal Aviation Administration (FAA) regulations, and TSA Part 1542 and immediately correct instances of non-compliance or alert Airport Manager; perform and review background checks and security threat assessments for all badged personnel; vet new information using FBI Rap Back services in compliance with TSA regulations; review results of employment history, verification, and criminal history records checks under TSA Part 1542; receive notification from individuals applying for unescorted access of their intent to seek correction of their criminal history with the FBI; collect, control, and process fingerprints for criminal background checks according TSA regulations; conduct basic searches for outstanding warrants on badge applicants; track access dates and deny access to expired badge holders; respond quickly and effectively to unanticipated inspections and tests conducted by the FAA, DHS, and TSA.

Under the direction of the Airport Manager, update and track the Airport Security Plan (ASP) in compliance with TSA standards; track changes to Airport Certification Manual (ACM) in compliance with FAA 14 CFR Part 139; may direct the work of part-time personnel, including scheduling of workload and coordinating workflow; train staff on airport badging operations; file and record badging and security information; complete, review, and retain all reports, work records, and appropriate documentation related to security and badging and other assigned tasks; perform other related duties as required.

MINIMUM REQUIREMENTS: High School Diploma or equivalent and three (3) years of technical clerical duties which included computer data entry/retrieval and records management **OR** an equivalent combination of job-related education/experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience]. Airport experience preferred. Department of Homeland Security background check required.

License(s)/Certificate(s): A valid, lawful Driver's License is required. Must obtain Airport Security Coordinator (ASC) certification within one month of hire. Must obtain and hold an Airport Green Security Badge during employment.

SELECTION FACTORS: *Knowledge of:* FAA and TSA laws, codes, rules, and regulations

including 14 CFR Part 139 Certification of Airports and 49 CFR Part 1542 Airport Security; policies and procedures established for the work system; basic English composition, spelling, and grammar. **Skill in:** using interpersonal tactics to handle potentially difficult situations; practicing trust-building behaviors. **Ability to:** complete Federal monthly and annual training requirements; read, accurately interpret, and apply FAA and TSA updates and advisory circulars; meet deadlines; follow established safety and security protocols; obtain and maintain confidential information; remain calm and explain airport rules in an understandable manner with discontent airport users; quickly and accurately perform work; communicate effectively and tactfully both verbally and in writing; prepare clear, concise, accurate, and informative reports; exercise independent judgment in evaluating FBI RAP information and badge applications; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service; direct the work of part-time employees.

TOOLS AND EQUIPMENT USED: Computers, scanners, cameras, smartphone, motor vehicles, other basic office equipment, airport-related and basic office software applications.

PHYSICAL DEMANDS: Requires sitting at a computer or desk for long time periods, light lifting up to 25 lbs. and bending, stooping, or reaching to file documents.

ENVIRONMENTAL FACTORS: Requires exposure to bad weather conditions, hazardous materials, chemicals, fumes, and prolonged high noise levels. May periodically include exposure to high-stress situations or environments, including contact with the public, tenants, or others in confrontational or uncomfortable circumstances and meeting Federal deadlines. *Note: Employee of this classification may be subject to on-call status and 24-hour notification by the TSA.*



 Department Director

2/11/20

 Date



 Mayor/Chief Administrative Officer

2/12/20

 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.