



**JOB DESCRIPTION**

Position: **Security Administrative Assistant**

Reports to: **Director of Security**

Position Status: **Part-Time, Non-Exempt**

Department : **Security**  
Effective: **January 2009**  
Replaces: **All Previous**  
Position Number: **RC-05-09**  
Posting Date: **January 16, 2009**  
1<sup>st</sup> Closing Date: **January 23, 2009**

**Position Summary:**

The Security Administrative Assistant provides administrative support to the Director of Security and Assistant Director of Security via support and coordination in relation to the mission, vision and values of the Rock Church and to the mission and daily functions of Rock Security. Must possess the ability to function in a Security capacity as and where needed.

**Job Responsibilities and Duties:**

1. Scheduling and coordination of weekend service security needs as well as other events at Rock facilities and beyond as directed.
2. Support security matters and needs related to the Rock Staff, Rock Academy staff and student body and Miles Ahead Ministries.
3. The ability to function effectively in a security capacity as needed.
4. Support oversight of outside security contracts and bids for service.
5. Maintain security related Fellowship database and criminal background checks.
6. Coordinates needs and exchange of vital information with other departments and ministries within Rock Church, as well as outside agencies.
7. Monitor record and report attendance of security volunteers.
8. Maintains current and comprehensive database for volunteers.
9. Ensure timely and efficient process for all new security volunteers, and tracking of existing ones.
10. Access control systems for volunteers, Rock Church and Academy personnel.
11. Creation usage and storage of various documents.
12. Control ordering maintenance of security systems.
13. Tracks numbers of security recruits and reports accordingly,
14. Constant updating of multiple documents.
15. Assimilation of information for presentations and/or training classes.
16. Representation of Rock Security at multiple meetings on and off site and brief multiple person on outcome.
17. Taking of minutes at security related meetings as necessary.
18. Updating information and communicating with multiple persons via multiple means.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Director of Security.

**Job Skills and Requirements:**

1. 2 years of college and/or 2 years demonstrated experience in related field of employment (in a volunteer or paid capacity.)

2. Confidentiality and discretion a must; able to maintain all Rock information as confidential.
3. Experienced with Microsoft Word, Excel and Outlook as well as able to learn other computer systems.
4. Detail oriented, self-starter, energetic, personable with willingness to be flexible with work hours and days.
5. Ability to work with little supervision and to be an independent problem solver.
6. Strong writing, typing and communication skills a must.
7. Takes direction well.
8. Ability to work independently and as a team.
9. Adapts easily to personnel change.
10. Demonstrated ability to work well under short deadlines, juggle multiple priorities, recognize and respond to urgent requests, and quickly adjust to changing priorities.
11. Demonstrated ability to react quickly and remain calm in emergency situations.
12. Able to coordinate with others and plan events through to completion.

### **Expectations of Staff:**

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Governance system.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

### **Physical Requirements**

Ability to function independently and ability to speak. Physically able to lift up to 50 lbs (with or without assistance). This position also may require long periods of standing up and walking, indoors or outdoors, potentially in poor weather conditions.