

EXAMINATION ANNOUNCEMENT



E.A. No.: YP-24-061
Opening Date: 6/24/2024
Closing Date: 7/24/2024

OFFICE OF ADMINISTRATIVE SERVICES

Division of Personnel

Email: ysgpersonnel@gmail.com

It is the policy of the Government that qualified Federated States of Micronesia citizens be given first priority for employment consideration, with United States citizens and subsequently, third country national utilized in position for which qualified Federated States of Micronesia citizens are not available.

POSITION AND SALARY: Security Operation Manager
PL 17/1-\$ 327.20bw
\$ 8,507.20pa

This is the minimum salary rate at step one of the grade. Higher steps, not to exceed 4, may be authorized in cases of hard-to-fill position where it is appropriate to the qualifications of the appointee.

LOCATIONS:

Administration
Department of Public Works & Transportation
Yap State Government 96943

DUTIES:

Overall in-charge of all Seaport and Airport security officers. Review/Drafts security plans for Airport and Seaport according to State law and all appropriate agency(ies). Attend security training/workshops. Supervise all full-time and part-time security personnel. Hire, train, and evaluate security personnel. Initiate disciplinary actions and terminations as required. Prepare weekly work schedules for full-time and part-time Security Guards, including positing of schedules. Provides security staffing for other functions as may be required. Enforce and make recommendations regarding building security plans and schedules. Account for all Security Guards hours, including sick/vacation, etc; review payroll for submission to accounting. Approve time off for Security Guards and submit request to the Director for final approval. Maintain records and files as required for full-time and part-time security personnel. Implement security measures improvements as they are developed. Review all daily Security Guard reports, incident reports and log entries; take necessary action; make follow-up reports to the Director. Verify and review Post Positive reports. Maintain all necessary forms. Make recommendations to management on staffing needs, budgeting data, and purchase recommendations. Establish building security plans and schedules for special events. Monitors the Security Officer training programs. Participate in day-to-day and special facility functions including service on various committees, task forces, and programs. Investigate all Security Guard injuries and prepare necessary reports. Assist and advise on duty Security Guards around the clock.

MINIMUM QUALIFICATION REQUIREMENT:

College graduate or equivalent. Knowledge of office management systems and procedures. Physically fit. Able to lift up to 75lbs. Excellent time management skills and ability to multi-task and prioritize work. Attention to detail and problem solving skills. Excellent written and verbal communication skills. Strong organizational and planning skills. Proficiency in all computer programs. Able to travel when needed. Valid Yap State driver's License. Must have own source of transportation to and from work, has home and cellular phones incase needed to be contacted for emergencies.

Preferred Knowledge, Skills and Abilities:

The successful candidate will have the ability to lead and develop an effective team. He/she must be customer service oriented. He/she must effective decisions In a timely manner under changing conditions. The successful candidate will be emotionally stable and remain thoughtful and calm under pressure.