Downloaded from <https://www.velvetjobs.com/job-descriptions/access-control-specialist>

# Example of Access Control Specialist Job Description

Our growing company is looking for an access control specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for access control specialist

* Leads or assists activities and projects related to the Access Control Representative (ACR) program
* Provides procedural and technical system support for ACRs
* Develops procedural, training and communication documentation
* Monitors and escalates the ACR quarterly access review
* Ensures compliance with Enterprise Policy through continuous monitoring routines
* Interfaces with internal partners and external vendors for system support issues, enhancements, and functionality requests
* Possesses a risk mindset - identify, escalate, debate and mitigate operational, regulatory and compliance risk to foster a strong control environment
* Monitor overall physical security (alarm systems, closed circuit TV CCTV) systems as specified by appropriate Standard Operating Procedures and Special Security Instructions
* Manage the short term and long term operational performance of the SoftwareHouse C-Cure 9000 access control system
* Act as system administrator of the C-Cure 9000 system and manage the team that supports this critical business system

## Qualifications for access control specialist

* Must be able to obtain a TSA Entry on Duty (EOD) appointment
* Will process government Privileged Access Request (PAR) forms as a member of the Access Control Office (ACO) within the ITIP Information Assurance & Cyber Security Division
* Train project personnel on proper use and processes for submittal of PAR forms
* Must learn how to input data within a custom iteration of the iShare database (DocTracker)
* Provide standard and ad-hoc reports generated from within the iShare database
* Assist with the update of Process Procedures for internal use