

WE ARE HIRING!

ADMINISTRATIVE SERVICES OFFICER I

**ACCESS CONTROL AND SECURITY OFFICE,
SACRAMENTO COUNTY DEPARTMENT OF AIRPORTS**

\$80,012.16 - \$97,259.04 annually plus excellent benefits



About the Position

The Administrative Services Officer I (ASO I) for the Access Control and Security Office is part of the Operations Division within the Sacramento County Department of Airports (SCDA). This section is responsible for administering the Airport's access control and credentialing program, ensuring compliance with Transportation Security Administration (TSA) regulations, and managing the systems and processes that safeguard secure and restricted areas of the Airport.

The Access Control and Security Office oversees the issuance, renewal, suspension, and auditing of airport identification media, as well as the management of electronic access systems. The office works closely with TSA, airlines, tenants, contractors, and law enforcement to ensure SMF remains a secure and compliant operating environment.

Reporting to the Airport Operations Officer of Security, the ASO I is part of a team of Administrative Services Officers who provide professional administrative and analytical support to the Access Control and Security Office. Together, this team develops and implements policies, procedures, and practices that strengthen compliance, streamline operations, and promote customer service for the airport community.

The ASO I role requires close coordination with fellow ASOs, other Airport divisions, and external stakeholders to support day-to-day operations, compliance reporting, and long-term planning for access control and security functions.

This is an outstanding opportunity for a professional who is motivated by public service, security, and operational excellence, and who wants to directly contribute to the mission of keeping Sacramento International Airport safe, secure, and efficient for millions of travelers each year.

Key Responsibilities

The ASO I team in the Access Control and Security Office plays a vital role in ensuring Sacramento International Airport remains compliant with federal, state, and County security requirements while supporting the Airport's mission to provide a safe, secure, and efficient operating environment. This includes:

- Maintaining accurate records and reports to support TSA audits, inspections, and security program requirements.
- Supporting investigations of access control or credentialing violations and assisting with corrective actions.
- Assisting with staff, tenant, and contractor security training and credentialing orientation.
- Ensuring proper training is administered and helping to uphold the security of the Airport.
- Promoting a professional, service-oriented approach in all internal and external stakeholder interactions.
- Staying current on TSA regulatory updates, industry practices, and security innovations through professional meetings and training.
- Collaborating with the team of ASO Is to carry out the daily functions of the Access Control and Security Office.
- Researching and recommending policies, procedures, and best practices to improve security credentialing and access control operations.
- Coordinating with IT staff, system vendors, and contractors on access control systems and software functionality.
- Drafting reports, memoranda, Board of Supervisor letters, and compliance documentation required by TSA and County leadership.
- Maintaining accurate records and reports to support TSA audits, inspections, and security program requirements.



The Ideal Candidate

The Sacramento County Department of Airports is seeking a dedicated, proactive, and highly organized professional to join the Access Control and Security Office at Sacramento International Airport (SMF) as an Administrative Services Officer I (ASO I). This is an exciting opportunity for someone who wants to make a meaningful contribution to airport security while developing a rewarding career in airport operations.

The ideal candidate will be someone who is passionate about aviation security, compliance, and public service, and who thrives in a fast-paced, collaborative, and highly regulated environment. This individual will be a key member of the ASO I team, helping ensure SMF remains a safe, secure, and efficient airport for employees, contractors, tenants, and travelers. We are looking for candidates who:

- **Understand airport security and access control:** Have knowledge of TSA regulations, federal aviation security requirements, and credentialing processes, with the ability to apply this knowledge to daily operations.
- **Excel in compliance and documentation:** Maintain accurate records, draft reports, prepare Board letters or compliance documentation, and support audits and inspections with precision and attention to detail.
- **Are collaborative and team-oriented:** Work effectively alongside a team of ASO I's, coordinate with other Airport divisions, and build strong working relationships with tenants, contractors, law enforcement, and federal partners.
- **Promote training and professional development:** Ensure that proper training is administered to staff, tenants, and contractors, helping everyone understand access protocols, credentialing procedures, and security best practices.
- **Demonstrate analytical and problem-solving skills:** Investigate access control or credentialing issues, recommend corrective actions, and continuously look for ways to improve operational efficiency and regulatory compliance.
- **Communicate effectively:** Provide clear, concise, and professional communication through written documentation, reports, emails, and in-person interactions with a variety of internal and external stakeholders.
- **Uphold security and integrity:** Exercise discretion, professionalism, and ethical judgment in all activities, ensuring the security of the Airport and sensitive information is maintained at the highest level.
- **Adapt and thrive in dynamic environments:** Respond to changing regulations, operational priorities, and emergency situations while maintaining focus, accuracy, and professionalism.
- **Provide excellent customer service:** Assist employees, tenants, and contractors with access and credentialing needs in a helpful, approachable, and service-oriented manner.
- **Stay current with industry best practices:** Keep up-to-date with TSA regulations, airport security innovations, and professional standards to continuously improve processes and maintain compliance.

* Visit [SacCountyJobs.net](https://www.sacountyjobs.net) to view the minimum qualifications, other requirements, and testing information for this position.

Sacramento County As An Employer

Sacramento County is an equal opportunity employer of over 12,800 dedicated people covering a variety of services including public safety and protection, public health, community services, municipal services and administrative support that serve a diverse and vibrant County. The County's Adopted Fiscal Year (FY) 2025-26 Budget is approximately \$8.9 billion distributed amongst over 30 departments and offices.

Sacramento County is about enriching communities to thrive. We strive to create inclusive workplaces that reflect the communities we serve. We value and celebrate the unique perspectives, backgrounds, abilities, and diverse dimensions of our employees and residents. Through transparency, courage, innovation, and trust we are committed to advance equity and transformational change.

Why You Should Work Here:



Work

- Opportunities to develop skills and grow within the organization
- Career path and upward mobility



Pay & Benefits

- Competitive pay and benefits
- Retirement and Deferred Compensation
- Paid holidays, sick leave, and vacation
- Health, dental, and life insurance



Culture

- Hybrid schedules may be available for certain programs
- Commitment to diversity
- Make a Difference in Your Community!

Interested in This Incredible Opportunity?

To be considered for this vacancy, you must be reachable on the Administrative Services Officer I eligible list or eligible for transfer. If you are not reachable on the eligible or transfer list, you must complete and submit an online County of Sacramento employment application and supplemental questionnaire via the County's jobsite, at www.saccountyjobs.net.

If you have questions and for additional information about this position, please contact Rebecca Eaton via email at eatonr@saccounty.gov.

