

SPOKANE TRANSIT
POSITION DESCRIPTION

For
CHIEF OF SECURITY

NATURE OF WORK

Under oversight of the Director of Human Resources, this key leadership role will serve as primary authority over all transit-wide security matters, asset loss control and emergency response programs, functions, and operations. This role will develop and implement security programs analyze new and existing processes, or systems to determine the existence, severity, probability, and outcome of threats or vulnerabilities, The role will also be responsible for developing and recommending security policies to CEO while coordinating assigned activities with other departments, programs, and outside agencies. The position will develop and implement strategies and oversees limited commission transit officers and contracted private security. The position will be a partner with Information Services and other departments as well as external resources to utilize technology to create a safe environment.

This position requires the highest level of integrity and diplomacy and is a highly visible member of the STA Team and leader in the community.

SUPERVISION

The position provides highly responsible administrative and technical support to the Director of Human Resources and has frequent interaction with the Chief Executive Officer.

ESSENTIAL FUNCTIONS

Directs, oversees, and provides policy guidance on STA's System Security Plan (SSP) program development and implementation in accordance with Transportation Security Administration (TSA) guidelines and best practices; meets frequently with CEO to provide direction and supervision for the development and implementation of various programs elements; defining the level of security requirements of STA, its employees, consultants, and contractors, patrons, and facilities.

Example of Duties

The following duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. May be required to perform additional, position-specific duties.

- Plans, directs, coordinates, and reviews the work of all security programs and staff. Coaches, trains and motivates staff; coordinates and/or provides staff training; manages the workflow and prioritization of projects and measures the performance of the division and all related staff.

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- In coordination with other departments, evaluates regulatory requirements, develops policy, and provides guidance for STA security programs and procedures to assure compliance with regulatory standards; provides management guidance for STA security programs to provide adequate and timely customer service and response to security-related issues; evaluates threats and vulnerabilities and determines mitigation and responses; provides technical advice and guidance on security related issues and activities and; evaluates potential security risks and assesses the needs for mitigation.
- Directs the development and coordination of the emergency response management process and coordination with other departments and external responders.
- Must be punctual, reliable and maintain regular attendance in order to contribute individually to the efficient and effective delivery of transportation service to the general public.
- Must be able to accurately and honestly represent STA in any legal proceedings that may result from the normal performance of the position.
- Develop and report security metrics.
- Oversee and maintain the agency's automated access control and building/vehicle camera surveillance systems.
- Provides support to the Director of Human Resources on matters as directed. Serves as staff on a variety of committees. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment; incorporates new developments as appropriate; ensures processes, policies and practices are interpreted and applied consistently and effectively; ensures accountability and compliance with all current and applicable state and federal laws, STA policies and procedures, rules and regulations.
- Responsible for the Continuity of Operations Plan (COOP), and Emergency Operations Plan (EOP)
- Preparation of written documents to solicit bids for services and service agents related to the overall System Security Plan programs.

MINIMUM REQUIREMENTS

Training and Experience: Bachelor's Degree in Criminal Justice or closely related field and eight years of law enforcement experience directing and managing the security and related functions of security operations.

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Experience speaking to the public or media to address security related functions of the organization. Experience partnering with law enforcement, businesses, and stakeholders in different jurisdictions.

Coordination of LCO training with two law enforcement agencies and ensuring employee compliance with all training certifications and recertification.

License: Valid, lawful driver's license. Must be able to obtain and maintain a city & county limited commission within an agreed upon timeframe.

Physical Capabilities: The physical activity of position requires the ability to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, feel and talk.

Ability to receive detailed information through oral communication and to make discriminations in sound.

Exert up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Visual acuity to determine color, depth and field of vision.

Incumbent is subject to both inside and outside environmental conditions, with no effective protection from weather, and to hazards which include a variety of physical conditions; atmospheric conditions which affect the respiratory system or skin and to occasionally wear a respirator.

SELECTION FACTORS

- Demonstrated experience of operational characteristics, services, and activities of security, and associated programs.
- Knowledge of local, county, state, and federal laws.
- Knowledge of pertinent state and federal regulations; STA policies, procedures, rules and regulations.
- Demonstrated ability with security functions and programs including familiarity with security planning, and security program analysis, threat and vulnerability assessment, and resource management.
- Demonstrated experience with anti-crime and terrorism techniques.

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- Knowledge of business/industry principles and practices for the area of responsibility and external and management reporting requirements and report preparation.
- Knowledge of budget preparation
- Ability to establish and maintain working relationships and express and convey information effectively both orally and in writing.

SALARY

Grade 15 of the Spokane Transit Salary and Compensation Policy.

AA/EEO

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of age, disability, ethnicity/race, national origin, religion, gender, gender identity, sexual orientation or veteran status.

I acknowledge that I have read this job description, and I feel that I can perform the essential functions of the position with or without reasonable accommodations.

Employee Name Printed

Date

Employee Signature