



Opening Date: 1/12/2017
Closing Date: Open Until Filled

Vacancy Announcement #08-18 Manager, Security Services

SALARY: NEGOTIABLE

DC Residents Preferred

SUMMARY DESCRIPTION

The Manager of Security Services is a highly responsible professional with extensive experience in client relations and customer service, security force management, asset protection, and the design and management of facility security systems. The Manager of Security Services has primary responsibility for the development and implementation of the following programs and procedures:

- Employee, client and guest safety
- Assets protection
- Security force management
- Access control
- Investigations and Report Writing
- Security systems design

Work requires considerable contact with general public and inter-agency law enforcement officials. The incumbent in this position provides critical support for the total operation of the Center and properties and reports directly to the Director of Public Safety

EXAMPLES OF WORK ASSIGNED

1. Employee, Client and Guest Protection

- Conducts regular threat Assessments for the Authority
- Develops, implements and manages procedures for the safety and protection of all Authority employees, clients and guests.
- In the absence of the Director of Public Safety, implements and manages the Public Safety Division's role in the Building Emergency Response Team (BERT)
- Takes appropriate measures to prevent and protect against criminal activity.
- Reviews and approves event contract security.
- Coordinates with local and federal agencies in public safety and logistical access to the Center.

2. Assets Protection

- Manages procedures for the safety and protection of equipment and property owned by the Walter E. Washington Convention Center, its customers and guests.

3. Security Force Management

- Selects, evaluates and disciplines subordinate staff.
- Develops, implements and manages continuing in-service training program
- Develops and implements appropriate general orders, regulations and instructions for security officers and supervisors
- Conducts regular, unannounced inspections of all Security shifts and activities

- Develops and manages department budget
- Selects and manages appropriate contractor personnel
- Consults on development of security force

4. Investigations and Report Writing

- Develops and manages reports detailing daily shift activity
- Develops and manages incident reports detailing all circumstances of emergency or unusual events
- Manages criminal and general investigations, surveillance work, vandalism and theft investigations as required
- Informs decision making through analysis of data recorded in the records management system

5. Security Systems Design

- Assesses, develops and manages the design and implementation of appropriate security systems for the Center and properties
- Consults on design and implementation of appropriate security control systems

6. Other Duties

- Performs a variety of related tasks and duties as assigned by the Director, Public Safety.
- Develops annual activity plans; sets priorities; formulates budget requests; and monitors expenditures.
- Extensive knowledge of laws of arrest and elements of criminal offenses, laws and regulations governing the conduct of security personnel.
- Interfaces with local and national security-focused groups

Desired or Required Abilities

- Ability to remain calm during periods of tension and stress while carrying out assigned duties.
- Ability to face situations firmly and objectively while determining the appropriate course of action.
- Ability to recognize emergency situations and direct prompt and effective corrective measures.
- Ability to issue, comprehend and follow verbal and written instructions.
- Ability to meet District requirements for security personnel.
- Ability to work a flexible schedule, including days, evenings, nights, weekends and holidays.
- Ability to supervise and manage a diverse staff and operation.

CORE COMPETENCIES (FUNCTIONAL MANAGER STAFF)

- Financial Awareness
- Strategic Thinking
- Project Management
- Operational Effectiveness
- Job Knowledge and Technical Expertise

MINIMUM QUALIFICATIONS

- Bachelor's Degree from an accredited college or university; college course work or equivalent in security training and practices; AND
- Five (5) years work experience in security or police work requiring the application of methods and techniques involved in safeguarding facilities, equipment, property and people in large public gatherings.
- Three (3) to five (5) years of supervisory/management experience.
- Proficiency with Microsoft Office Suite.
- Must maintain current valid Motor Operator's license upon employment.

DESIRABLE QUALIFICATIONS

- Membership in professional organizations, such as ASIS International, IAVM, etc.
- Certifications such as Certified Protection Professional (CPP), Physical Security Professional (PSP), etc.
- Experience in hospitality, retail, public contact, community relations, and customer service.

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:
<http://careers.wcsa.com/employment/application.aspx>

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

Washington Convention & Sports Authority T/A Events DC
Human Resources Department
801 Mount Vernon Place, NW
Washington, DC 20001

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.