

**TBI Airport Management, Inc.
Hollywood Burbank Airport**

Job Description

Manager, Airport Security

Status: Exempt

General Description:

Under general direction of the Airport Security Coordinator (ASC):

- Manage, monitor and enforce the Airport Security Plan (ASP).
- Serve as primary contact for airport security-related activities.
- Manage airport security-related matters, in compliance with regulations, including but not limited to: monitoring, evaluating quality, responsiveness, efficiency and effectiveness of assigned programs; planning, overseeing daily operation, initiating corrective actions, recommending and implementing enhancements/required changes; preparing for and performing audits; and managing staff and budgets.

Essential Job Functions:

Typical Tasks

- Liaison:
 - Be available to Transportation Security Administration (TSA) on a 24-hour basis as required in 49 CFR Part 1542.
 - Act as ASC during ASC's absence.
 - Act as the program manager between Burbank-Glendale-Pasadena Airport Authority (Authority) and TSA, stakeholders, tenant/operators, air carrier station managers, and other federal, state and local government agencies.
 - Conduct training sessions, briefings and presentations on airport security for management officials, tenants and government agencies.
 - Use discretion and integrity when handling sensitive matters and ensure communication of key information in accordance to Title 49 CFR Part 1520.
 - Exercise tact and strategy in interaction with people.
- Managing the ASP:
 - Maintain the ASP in compliance with TSA regulations and its amendments.
 - Create, review and implement Action Plans in accordance to TSA directives.
 - Create and maintain policies and standard operating procedures related to airport security.
 - Investigate, initiate corrective actions and respond to Letters of Investigations (LOI) from TSA.
 - Enforce Authority's Violation Enforcement Program.
 - Work closely with Airport Operations and Maintenance departments in implementing security-related policies and procedures.
 - Work closely with Airport Operations and Engineering departments on construction projects in access-controlled areas of the airport.
 - Assist Airside Operations Manager in holding staff accountable for responsibilities in relation to enforcing the ASP and performing certain routine audits.
- Managing Badging Office:

- Provide effective leadership, engage and motivate staff.
 - Manage scheduling, training, assignment of duties, oversight of work, performance evaluation and performance management of Badging specialists.
 - Participate in interviewing and selection of candidates.
 - Create and maintain policies and standard operating procedures related to airport credentialing.
 - Responsible for credentialing process including criminal history background checks, security threat assessments, airport badge issuance/renewal/deactivation, and recordkeeping in compliance with TSA regulations and Authority policies.
- **Managing Security Systems:**
 - Responsible for managing and coordinating maintenance/repairs to some aspects of Access Control system in collaboration with Airport Operations and Information & Communication Technologies Departments.
 - Responsible for overseeing the contract with the aviation channeling services provider.
 - Responsible for creating, reviewing, and updating Interactive Employee Training (IET) system
 - Responsible for managing access cards and cyber key software in compliance with established airport policy.
 - **Other Responsibilities:**
 - Oversee, ensure training and performance compliance of contracted security personnel.
 - Research and provide airport systems data covered under California Public Records Act (CPRA) in compliance with Authority policies.
 - Design, implement and manage security-related projects.
 - Research, review and recommend purchasing needs, such as equipment and systems.
 - Prepare and manage the security operating and capital budgets while monitoring expenditures on a regular basis.
 - Apply project and team management skills to implement programs in timely and cost-effective manner.
 - **Prepare for and Perform Audits:**
 - Audit airport tenant/operators systems and procedures in compliance with submitted Airport Tenant Security Agreements (ATSA).
 - Research, manage and collaborate with TSA during comprehensive and other mandated audits of Authority's records, systems and procedures.
 - Performs other duties as assigned.

Required Qualifications:

- Bachelor's Degree in Aviation Management, Business Management, Criminal Justice or a related field with at least 3 years of experience in Airport security supervising staff or Airport Operations Supervisor/Manager supervising staff; or combination of education and work experience.
- Proficiency in Microsoft Office products including word processing, spreadsheet applications, Excel, PowerPoint and database programs.
- Experience in Airport security environment fulfilling duties like those stated in this job description.

Preferred Qualifications:

- AAAE ACE Security or ACE Trusted Agent

License and Special Requirements:

- Possession of a valid California Driver's license
- Obtain and maintain security clearance as required by role and TSA regulations

Supplemental Information:**Knowledge of:**

- Airport security in a medium-hub airport and applicable federal, state and local laws, regulations, rules and ordinances related to airport security.
- Supervisory and management principles and practices.
- Microsoft office, including word, excel (intermediate level) and sql (preferred).
- Financial practices – budget, purchasing process, contract management.

Ability to:

- Lead a functional area in performing work which is highly visible and complex in nature and scope.
- Manage program, maintain compliance, and continually improve processes.
- Develop goals and accomplish objectives.
- Analyze problems/issues and identify and implement solutions.
- Interpret and analyze complex regulatory, industry and technical data and information for decision-making and reporting purposes, including decision-making in stressful situations.
- Objectively, consistently and fairly enforce rules and regulations.
- Manage complex projects, from planning through implementation.
- Review detailed reports and determine relevant information or anomalies which require further review.
- Establish and maintain effective working relationships with officials, tenants, department directors, regulatory agencies, direct reports, colleagues and the general public.
- Interact effectively with others, exhibiting tact, flexibility, tolerance for different viewpoints, and composure in stressful situations.
- Clearly and effectively communicate verbally and in writing to convey information, conduct fact finding, prepare and make presentations and write management reports.
- Speak in front of groups for training or meeting presentations.
- Be dependable, show initiative, attentive to detail, and make decisions with confidence.

Interested Applicants can apply by clicking the link below and completing the online assessments:

<https://www.ondemandassessment.com/link/index/JP-8V1LFCKPQ?source=HB-Website&u=137146>