

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

**Job Description**

**Airport Security Supervisor**

**Reports to:** Manager, Airport Security

**Status:** Non-Exempt

**Essential Job Functions:**

*Typical Tasks*

***Represents Hollywood Burbank Airport as an Alternate ASC.***

- Acts as the liaison for TSA in the absence of the Airport Security Coordinator (ASC) and Airport Security Manager (ASM).
- Responsible for reviewing and updating Interactive Employee Training (IET) system.
- Audit airport tenant/operators systems and procedures in compliance with Airport Tenant Security Agreements (ATSA).
- Assists the ASM with all TSA required audits, including preparation and data review/organization.
- Handles other duties as assigned by the Airport Security Manager.

***Supervises badging office operations.***

- Provides systems and document support, relating to security media processing.
- Performs data entry, compiles reports and performs audits in a manner that demonstrates strong writing, analytical skill, and critical thinking.
- Interacts with BGPAA staff, Airport Police, Airport Operations and all airport badge holders regarding access control issues.

***Conducts training and development of new employees on security systems, policies and procedures pertaining to the Airport Security Department.***

- Has expert knowledge in all systems pertaining to Airport Security and is able to work with others to ensure that a thorough understanding of each system is achieved.
- Reviews and amends training curriculums in conjunction with any changes in policies, procedures and regulations.

## **Job Requirements and Qualifications:**

### ***Education:***

- Bachelor's Degree in Aviation Management, Business Management, Criminal Justice or a related field. Years of airport security or operations experience can be supplemented for each year to obtain a degree.

### ***Experience:***

- 1-2 years airport security or operations experience required.
- AAAE ACE Security or ACE Trusted Agent preferred.
- Experience in an airport security environment fulfilling duties similar to those stated in this job description. Experience in training and development of employees in a highly regulated environment.
- Experience in a multi-lingual setting preferred.
- Unique Expertise/Certification/Registrations:
- Working knowledge of Spanish preferred.
- Business background preferred with the ability to learn multiple custom databases.
- 40-60 WPM typing preferred.
- Ability to follow a task from concept to completion.
- Must be proficient in Microsoft Office products including word processing, spreadsheet applications, Excel, PowerPoint and data base programs.
- Ability to process payments, maintain files, and successfully schedule workload as required.
- Ability to maintain confidentiality in handling all documentations and data during all assignments.
- Ability to work in a multicultural environment with persons of diverse backgrounds.
- Demonstrated proficient oral, written, and mathematical skills.
- Ability to pass a TBI controlled substances test and security background checks.

### **To Apply:**

Please submit your resume to [employment@bur.org](mailto:employment@bur.org) and note the specific position you're applying for. Thank you.