

## Security Supervisor

**Reports to:** Security Management

**Status:** Exempt

### **General Description:**

Under direction of Security Management, provides day-to-day oversight of Airport Security programs and Airport compliance with all required TSA rules and regulations.

### **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.

### **Minimum Qualifications:**

- 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.
- 1-2 years airport security or operations experience required.
- AAIE ACE Security or ACE Trusted Agent preferred.
- Experience in an airport security environment fulfilling duties like 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.

- Able to pass initial drug screen and subsequent drug screen tests, education and certification requirements.
- Must be dependable, show initiative, attention to detail and confident judgment.
- Willingness to learn and take ownership of assigned projects as well as possess effective interpersonal and communication skills.

**License and Special Requirements:**

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

**Ability to:**

- 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.
- Participate in ongoing department and Airport training.

**Normal Working Hours:**

Monday – Friday 8 am to 430 pm

**Interested? Apply by completing the online assessment Here:**

<https://www.ondemandassessment.com/link/index/JB-P97Y517K6>