**Manager, Security Standard Job Description**



**Classification Title:** Manager, Security

**FLSA Exemption Status:** Exempt

**Pay Grade:** 16

**Minimum Pay:** $88,428

**Job Description Summary:**

The Security Manager, under general direction, is responsible for developing, overseeing, and directing the security section and coordinating projects, initiatives, and/or activities on behalf of the Chief and Assistant Chief. Oversees the business-related activities of the existing security contracted services and manages the compliance activities. Supervises subordinate staff.

**Essential Duties and Tasks:**

**25%: Management**

* Develops, oversees, and directs the security section and coordinating projects, initiatives, and/or activities on behalf of the Chief and Assistant Chief.
* Oversees the business-related activities of the existing security contracted services and manages the compliance activities.
* Works with various internal and external entities to facilitate initiatives and coordinate special projects.
* Serves as the hiring manager in selection process to provide well qualified staff to the various staff positions.

**25%: Administrative**

* Ensures compliance of the terms of the contracts and services provided.
* Review of daily, weekly, and monthly reports.
* Analyzes statistics and trends within the community as it pertains to public safety and management objectives.
* Maintains logs, prepares daily/weekly/monthly reports to Department command staff and to stakeholders of active contracts.
* Reviews and approves time worked, requests for leave, and verbal, written, or electronic inquiries.
* Prepares for and attend meetings and trainings.
* This position will require the operation of state vehicles to drive to various parts of the campus or off-campus activities as required for the division.

**20%: Supervisory**

* Directly supervises the Security Lieutenant and provides secondary supervision to Security Sergeants and Armed Security Sergeants.
* Is responsible for the overall supervision of the security personnel.
* Establishes and implements short and long-term goals, objectives, policies, and operating procedures.
* Serves as the property accountability officer to the section and is responsible for managing audit controls with the section.

**10%: Leadership**

* Serves as a member of the Department’s leadership team.
* Participates in the development and implementation of the Department’s strategic plan.
* Advises the Assistant Chief on the budget process and provides an analysis of State and Federal legislative and leadership issues and coordinates such activities of the security division section.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree or equivalent combination of education and experience.
* Five years of leadership experience in law enforcement or security work.

**Required Licenses and Certifications:**

* Valid state-issued vehicle operator’s license or ability to obtain within 30 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Must be in excellent physical health and stamina.
* Strong interpersonal and cooperation skills.
* Ability to multitask and work cooperatively with others.
* Ability to function under adverse and stressful conditions.
* Ability to communicate effectively with all segments of the campus population.

**Machines and Equipment:**

* Computer: 15 hours.
* Vehicle: 4 hours.

**Physical Requirements:**

* Ability to work outdoors exposed to various weather conditions, potential allergens, elevated noise levels, and heat.
* Ability to move light, moderate, or heavy objects.
* Required to be in excellent physical health and stamina.

**Other Requirements and Factors:**

* Applicant must successfully complete a background investigation to include but not limited to driving history, criminal background, and credit history.
* Must successfully pass a departmental board review.
* May be required to work weekends, holidays, and hours other than Monday through Friday, 8:00am to 5:00pm.
* May require out-of-town travel

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**​​☐​ Yes**

**​​☒​ No**

**Does this classification have the ability to work from an alternative work location?**

**​​☐​ Yes**

**​​☒​ No**