



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 924.1

Job Title: **AIRPORT SECURITY COORDINATOR**

Pay Grade: 25

GENERAL SUMMARY:

Maintains a safe and secure airport environment by coordinating security matters with the Transportation Security Administration (TSA), airlines, airport tenants and staff and emergency relief organizations. Designs, plans and tests response procedures to ensure the effective mobilization of protective, safety and relief services for the airport in security related emergencies of disasters. Reviews airport security programs, security directives and airport tenant activities for compliance with airport and federal regulations. Manages day-to-day security operations.

RESPONSIBILITIES:

- Reviews and documents airport security programs and directives and security activities of airport tenants and employees to ensure compliance with airport and federal security regulations. Ensures availability of documents for review by federal agencies.
- Initiates corrective action for failure to comply with 49 Code of Federal Regulations (CFR) Part 1500, the airport security program or other security directives. Reviews and monitors the results of access investigations required under CFR Part 1500.
- Authorizes and determines necessity for security clearance to airport users seeking access to Security Identification Display Areas (SIDA). Conducts background verifications as required by CFR Part 1500.
- Creates and plans emergency mobilization procedures and tests response by working with airport staff, local law enforcement and public and private safety resources. Directs the mobilization of airport resources in the event of emergencies or disaster.
- Designs and conducts security exercises to train and rehearse airport and airline personnel, tenants and emergency relief organizations in a wide variety of disaster contingencies, including a comprehensive annual CFR Part 1500 AVSEC tabletop exercise.
- Evaluates exercises and actual emergency response results to ensure a high level of security. Communicates outcomes to participants and management. Implements procedural changes in exercises. Recommends changes to procedures, policies and practices.
- Documents training and maintains records as required by CFR Part 1500.
- Acts as liaison with air carrier station managers and ground security coordinators regarding air carrier security issues.
- Represents airport management in coordinating airport emergency and disaster management plans with the TSA, law enforcement agencies, U.S. Customs, airlines and other tenants, and emergency relief organizations.
- Keeps abreast of existing and new legislation and ensures compliance to federal, state and local requirements. Anticipates future legislation. Advises airport management on needed action.
- Contributes to the team effort by performing related duties as needed.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Criminal Justice, Law Enforcement, Aviation Management, Airway Science, Public Administration, Business Administration or a related field.

LICENSE/CLEARANCE:

Requires a valid Class C Texas driver's license and compliance with the City of Houston's policy on driving (AP 2-2).

Must be able to pass a criminal background check and obtain and maintain federally mandated security clearances for working at an airport.

EXPERIENCE:

Five years of experience in airport operations, airport security or administering provisions of CFR Part 1500 at a medium or large hub airport are required.

Directly related professional experience in a lead or supervisory capacity may be substituted for the education experience on a year-for-year basis.

COMPLEXITY:

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors could lead to moderate expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position strongly requests personnel actions, such as hiring, terminations and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position is physically comfortable most of the time with occasional periods of stooping, bending or light lifting of materials up to 10 pounds.

WORK ENVIRONMENT:

There is only a slight source of discomfort from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with situations where occasional exposure to office chemicals and/or periodic use of a video display terminal.

SPECIFICATIONS: (continued)

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Airport Security Investigator
Airport Security Coordinator
Airport Security Manager

Effective Date: July 1999

Revised Date: August 2004