



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 924.0

Job Title: **AIRPORT SECURITY MANAGER**

Pay Grade: 28

GENERAL SUMMARY:

Accomplishes the Houston Airport System's public safety and security objectives by managing airport security, identification badging, and lost and found operations and activities. Maintains the security integrity of the airport and ensures compliance with the Transportation Security Administration (TSA) directives and Airport Security Program (ASP) requirements.

RESPONSIBILITIES:

- Manages and monitors the activities of security staff to ensure compliance with airport, state and federal security regulations. Develops, communicates and enforces job expectations and evaluates, coaches and counsels airport security employees.
- Evaluates and ensures the effectiveness of the airport security program by observing airport security activities and reviewing and testing procedures, policies and responses for periodic tabletop or field exercises.
- Addresses security compliance, procedures and planning with airport tenants. Develops and reviews processes to monitor tenant security compliance and programs. Makes periodic visits to airfield and tenant lease areas.
- Prevents security violations and problems by identifying potential security concerns, collecting and analyzing data on trends and patterns, reviewing security and inspection reports and formulating alternatives to address trends and concerns.
- Maintains a secure environment by notifying TSA of security conditions changes, reviewing challenges to enforcement actions by conducting review board meetings and addressing violations and ensuring penalties are carried out.
- Solves problems and disagreements involving diverse interests of airport, TSA, tenants and the public. Balances security requirements and customer service needs.
- Acts as liaison to the TSA, law enforcement agencies, airlines and other tenants, government agencies and airport staff on issues and programs affecting airport security. Prepares and presents security related status reports.
- Manages section's budget by monitoring security contracts, reviewing, scheduling and authorizing expenditures, preparing budgets and forecasts, recommending Capital Improvement Projects related to security and analyzing variances.
- 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 Aviation Management, Airway Science, Criminal Justice, Law Enforcement, 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:

Seven years of experience in airport operations, airport security or administering provisions of 49 Code of Federal Regulations (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 requirement on a year-for-year basis.

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. 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 a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:

Involve supervision and evaluation of work as a 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 involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

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 involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

PHYSICAL EFFORT:

The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort; i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

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: August 2004