



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SECURITY UNIT MANAGER

| | | |
|---|--|---|
| Group-Section: Office of the Chief Administrative Officer | FLSA Status: Exempt Bargaining Unit: MAPA | Salary Grade: 068 Job #: UM034 |
|---|--|---|

JOB SUMMARY

Responsible for managing critical infrastructure security for Metropolitan. Areas of responsibility include critical infrastructure protection, physical security of personnel and assets; security technology including access control, alarm systems, and physical security including deterrence, surveillance and intrusion detection, perimeter controls, delay devices such as walls, fences, gates, doors, and locks; investigation case management; and incident reporting, tracking, and trending. The Security Unit Manager is also responsible for developing and maintaining excellent relationships with local, county, state and federal law enforcement agencies including the Federal Bureau of Investigation and Department of Homeland Security.

OVERSIGHT

Oversight Received: Receives direction from Assistant General Manager or Group Manager.

Oversight Given: Manages and supervises a staff of security professionals, technicians, security specialists and contract force of approximately 130 security guards.

JOB DUTIES

1. Oversees the physical security of personnel and assets, security technologies, and investigation case management including incident reports and investigations.
2. Plans, organizes, and coordinates all phases of the physical, asset, and people security operation at Metropolitan.
3. Reviews, recommends, and implements modifications to Metropolitan's security policies. Evaluates and implements technologies to enhance security and address any recommendations from the vulnerability assessments. Develops security procedures to ensure reliable operations.
4. Makes and participates in decisions on physical security control (including vandalism, trespassing, encampments on District Property, and theft), and workplace violence.
5. Oversees all security processes including access control (i.e., badge and identification systems), surveillance and intrusion protection, and perimeter protection. Coordinates vulnerability assessments of facilities as required.
6. Oversees investigation, response, documentation, and effective communication of security incidents (e.g., theft, trespassing, vandalism, encampments, vagrancy). Evaluates, tracks, and reports on trends on those incidents and makes recommendations for protection and mitigation.

7. Oversees assessments, investigation, and actions to address workplace violence threats or actual acts of violence. Develops and delivers employee training for workplace violence training. Participates on Threat Assessment Team. Partners with other stakeholders to address enterprise-wide, multi-disciplinary challenges such as trespass, encampments, workplace violence, and theft.
8. Responsible for developing, delivering, and managing security training programs for security staff, contract force, and employees.
9. Partners with other agencies to ensure criminal and terror-related intelligence is shared. Identifies, initiates and builds partnerships with external agencies (e.g., Department of Homeland Security, Transportation Security Administration, local law enforcement, California Office of Emergency Services) to develop mutual aid and emergency coordination. Develops communication and response channels. Participates in and coordinates security exercises with agencies.
10. Oversees requirements related to transportation security for hazardous chemicals in truck and rail cars as Metropolitan's Transportation Security Administration Rail Security Coordinator.
11. Oversees and participates in the development and administration of the annual budget; participates in the forecast of funds needed for staffing, equipment, materials, supplies and contractual agreements; monitors and approves expenditures; implements adjustments; and evaluates and approves bids for service contracts.
12. Selects and assigns staff ensuring compliance with all hiring and promotion policies and procedures; responds to employee grievances and concerns; coaches and mentors employees; prepares, reviews, and approves performance evaluations; identifies employee development and training requirements; and develops staff recognition programs.
13. Serves as project team member and/or team leader for major projects involving substantial capital improvements, special local, regional or state-wide task forces, joint ventures with member agencies, and other external entities to ensure successful completion of project plans. Ensures appropriate security elements are incorporated into project specifications.
14. Provides emergency on-call management support and responds to Metropolitan facilities outside of normal business hours.
15. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree in related studies from an accredited college or university and twelve years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position; or an advanced degree from an accredited college or university in related studies and ten years of increasingly responsible

Job Title: Security Unit Manager

Job Code: UM034

Approved: 03/22/05

Revised: 06/18/17

Supersedes: 04/01/12

Page: 2

relevant experience, of which four years must have been in a management or supervisory position.

Required Knowledge of: Physical security management including access control, multi-layer implementation of physical security (concentric circle of protection), surveillance practices (e.g., camera, motion detectors), and risk assessment; incident investigation practices; workplace violence including active shooter and terrorist threat mitigation; incident reporting systems including trend tracking; emergency response management and strategies; emergency response coordination; Standardized Emergency Management System; current business and organizational management theories and practices; public sector personnel practices and regulations; financial and budgeting practices and procedures; management and supervisory concepts and techniques; team building; budgetary concepts and procedures; relevant federal, state, and local laws; negotiation techniques; program management; contract administration; and trends and emerging technologies of security and emergency response management.

Required Skills and Abilities to: Manage a diverse work force; plan, organize, and review the work of subordinates; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; mentor, develop, and motivate staff; determine training needs of staff; exercise judgment and discretion; interpret and analyze results; communicate orally and in writing on administrative and technical topics; represent Metropolitan to public agencies, regulatory bodies, special interest groups and members of the public; represent Metropolitan in negotiations or development of joint projects with external organizations; possess presentation skills to the Board and executive management; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups, and the public; and use business applications such as word processing and spreadsheets.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- Certified Protection Professional

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

DESIRABLE QUALIFICATIONS

- Licensed Private Investigator in State of California
- Carry a Concealed Weapon (CCW license)
- Experience working with local and federal law enforcement (e.g., Los Angeles Police Department, Federal Bureau of Investigation), Department of Homeland Security, and California Office of Emergency Services.
- Experience managing a security management organization.
- Experience working with emergency management organizations and agencies.
- Certified Emergency Manager

Job Title: Security Unit Manager

Job Code: UM034

Approved: 03/22/05

Revised: 06/18/17

Supersedes: 04/01/12

Page: 3

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment: The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

Vision Requirements: No special vision requirements