



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## SECURITY TEAM MANAGER

<b>Group-Section:</b> Water System Operations – Office of the Group Manager	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 064 <b>Job #:</b> TM048
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### JOB SUMMARY

Responsible for managing and supervising a security program that safeguards the assets and protects the employees and visitors of the District. Areas of responsibility include physical security; investigations; infrastructure protection; guard force management; and related service contracts.

### OVERSIGHT

Receives direction from the Security and Emergency Manager. Manages and supervises a staff of professionals, paraprofessionals and a contract security guard force.

### JOB DUTIES

1. Oversees the physical security of personnel and assets, security technologies, investigation case management including incident reports and investigations, and information protection.
2. Administers all security processes including badge and identification systems, and pull notices.
3. Manages security-related portions of the Incident Reporting System, tracking activities, and responses, and ensures effective communication with management on trends and recommendations for system updates.
4. Plans, implements and maintains security programs to ensure the safety and security of District assets, employees, and guests.
5. Establishes and maintains ongoing relationships with public safety agencies within the District's service areas to ensure prompt and adequate response and coordination during security and emergency situations.
6. Manages the installation and maintenance of physical security devices Metropolitan wide.
7. Develops programs, strategies, and solutions for security problems and issues to ensure effective planning for accomplishment of organizational objectives and compliance with all applicable policies, rules, regulations, and laws.
8. Plans develops and monitors the security budget to ensure the most efficient use of resources, adherence to established guidelines, and accurate and timely reporting, accounting, tracking, and control of budgetary information.
9. Assesses the effectiveness of the guard force contractual agreement; monitors compliance with the contract; evaluates the performance of the assigned staff; recommends adjustments in the staffing levels based on need and prevailing conditions.

10. Prepares and generates computer-based reports and other documents to track progress of routine and emergency situations; informs management of unusual situations relating to current operations.
11. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** A high school diploma or general education development test (GED) and fourteen years of increasingly responsible experience, of which 7 years must have been in a project management, supervisory or lead capacity; or an associate's degree from an accredited college or university and ten years of increasingly responsible experience, of which two years must have been in a project management, supervisory or lead capacity; or a bachelor's degree from an accredited college or university and eight years of increasingly responsible experience, of which two years must have been in a project management, supervisory or lead capacity; or an advanced degree from an accredited college or university and six years of increasingly responsible experience, of which two years must have been in a project management, supervisory, or lead capacity.

**Required Knowledge of:** Security concepts and procedures; loss prevention and security survey methods; standard investigative techniques; management/supervisory concepts and techniques; team building; budgetary concepts and procedures; relevant federal, state and local laws; negotiation techniques; contract administration; trends and emerging technologies of security operations.

**Required Skills and Abilities to:** Manage a diverse work force; develop and implement loss prevention and security awareness programs; managing the investigation of complex and sensitive security problems; coordinate investigations with external law-enforcement agencies; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; exercise judgment and discretion; interpret and analyze results; communicate orally and in writing on administrative and technical topics; represent District to public agencies, regulatory bodies, special interest groups and members of the public; establish and maintain collaborative working relationships with all levels within and outside the organization; 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

### **Registrations**

- None

Job Title: Security Team Manager

Job Code: TM048

Adopted: 04/07/05

Revised: 02/14/17

Supersedes: 07/26/12

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**DESIRABLE QUALIFICATIONS**

Licensed Private Investigator (State of California)

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

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 is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

**Vision Requirements:** No special vision requirements