

Job Description



Position: Director of Security
Department: Operations
Reports To: Senior Vice President of Operations

Security Clearance Required

Job Summary:

Reporting to the Senior Vice President for Transit Operations, and under the general guidance of the President and CEO, the Director is a responsive, reliable, resilient, senior security partner to our seven cities and our various stakeholders. The Director, who is based at HRT headquarters in Hampton, Virginia, is also the primary point of contact for security support issues within the Agency. This position provides Agency security leadership and support by partnering with stakeholders and customers in order to align business and security strategies. This support includes proactive, reactive and passive plans and activities which are in compliance with the Federal, State, and local Security Programs and protect the assets and interests of the Agency (broadly defined as people, products, intellectual property and property/operations).

Responsible for the leadership, development, implementation and management of the Agency overall security needs and security staff for Hampton Roads Transit which includes both functional and governance for Monetary and Physical Security. A key governance mission includes security awareness, training, education, and periodic security audits/assessments of Agency locations.

This individual will be responsible for oversight of investigations of security violations and crimes. Work effectively with management, external law enforcement and other federal, state, and local agencies to resolve these instances.

Essential Job Functions:

- Develops and implements cost effective proactive security programs with emphasis on compliance and internal customer service.
- Manages the security staff which operates the Security Program by directing the staff in identifying, developing, implementing and maintaining security processes, practices, and policies to reduce risks; promotes employee training and development; conducts annual evaluations as required; assist the Organizational Development and Human Resources units in attracting and retaining security professional(s) as part of a high-performance team.
- Identifies security protection goals and objectives consistent with the HRT Security Plan, HRT Security SOP and other strategic planning documents.
- Manages the development, implementation, and enforcement of HRT security policy, standards, guidelines and procedures to ensure ongoing protection of agency assets, including people, property, information and reputation.
- Develops new ideas and theories through research and strategic thinking.
- Seek out and identify alternative sources of security funding (e.g., federal, state and local grant monies).
- Maintains close liaison with government and industry security, law enforcement agencies, intelligence professionals, and community organizations; ensures that development of local emergency preparedness and response plans are in accordance with defined Homeland Security requirements and Federal Transit Administration policies and best practices;
- Develops and implements the System Security Program Plan, and the Security Emergency Contingency and Disaster Plan;
- Implements an Incident Reporting System to report and track security incidents/activity.

- As a team member, positively shapes the external environment by engaging professional associations, regulatory, and law enforcement agencies in the protection of our customers and Agency's property rights; develops, implements, and administers the System Security Program Plan, and the Security Emergency Contingency and Disaster Plan;
- Ensures focused and aligned security investment through Agency management involvement in prioritizing and rationalizing business requirements.
- Explores security opportunities and improvements regionally.
- Lowers security costs through economies of scale, spend analysis, and portfolio management.
- Participates in the identification of suitable regional security technology, equipment and services.
- Collaborates with Federal, State and Local Security peers in the strategic setting of Agency Security direction as well as operationally identifying services and project opportunities that can be leveraged globally.
- Establish and maintain seamless interface with management and operations at all locations.

Examples of Duties (Duties listed are not intended to be all inclusive nor to limit duties that might reasonably be assigned)

- Convenes and chairs an interdepartmental HRT Security Committee and Security Breach & Review Committee that are responsible for developing and coordinating responses to Homeland Security Alerts;
- Conducts and/or completes FTA security audits and training requirements; follows through on all recommendations associated with Homeland Security directives;
- Develops a plan outlining HRT's role to increase HRT's involvement in emergency preparedness and homeland security compliance in the agency and in the region;
- Conducts security assessments and presents reports to management; updates monthly security reports and statistics; updates security policies and procedures as needed and develops programs to address security-related issues;
- Develops and oversees appropriate capital and annual operating budgets;
- Responds to any security emergency on a 24 hour on-call basis;
- Manages records created and received in compliance with the Hampton Roads Transit Records Management Policies and Procedures;
- Maintains a general awareness of HRT's EMS program;
- Directs all related job responsibilities in accordance with HRT's Environmental Policy, relevant EMS Standard Operating Procedures, and Emergency Management Plan
- Prepare and/or coordinate with other departments any documentation required in support of the FTA triennial reviews, drug and alcohol audits, independent audits, state audits, etc.
- Perform ongoing analysis of security risks and exposures to agency assets and business initiatives within the Group.
- Calibrate investment in risk-based security and mitigation programs.
- Provides primary security support to the business operations throughout the agency;
- Provides timely information to senior management.

Required Knowledge, Abilities and Skills essential to Job Functions:

Considerable knowledge in Criminal Law, rules of arrest, rules of evidence, court proceedings, and law enforcement, and security principles. Extensive knowledge in criminal and civil liability law. Knowledge of contract security. Knowledge of system security, investigation and monitoring CCTV's (Closed Circuit Television). Ability to communicate effectively, both orally and in writing. Ability to identify, assess, and resolve threats to the security system quickly and efficiently. Ability to prepare and work within an established budget. Ability to establish and evaluate policies and procedures.

Required Software Knowledge and Skills essential to Job Functions:

Proficiency in using computer systems and the listed software applications associated with performance of assigned work is essential. Basic problem solving skills associated with software applications used is expected. Software usage relevant to job duties will be evaluated.

Software applications:

MS Windows, MS IE, MS Office (Word, Excel, Access, Power Point, Outlook), JPAS (Joint Personnel Adjudication System)

Qualifications:

Training and/or Education:

Bachelor's degree is Required; Master's degree preferred.

Years of Experience: 12-15 years w/Bachelor's Degree; 09-12 years w/ Master's Degree

Required Experience:

You must have 10-15 years of Law Enforcement, Corporate, Plant or Physical security experience supporting transportation districts or authorities to include senior level management experience in a significant leadership role.. THIS IS REQUIRED for this position.

Experience with JPAS (Joint Personnel Adjudication System) is a PLUS; 10-15 years of Expert knowledge of Plant and Physical Security (Transit would be preferred); proficient knowledge of the Federal, State, and Local Security Program requirements.

Licenses or Certificates:

Valid Virginia Driver's License

Special Requirements:

Clearance Level Needed
Top-Secret Category

FLSA Status:

Exempt

Physical Demands:

The physical demands described here are representative of those that must be met 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.

Unusual Demands:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work involves meeting multiple demands on a timely basis.

This job description summarizes the essential duties required for this position but in no way is inclusive of all duties. Other related duties may be assigned as needed by department head or supervisor. All changes must be requested through the Organizational Development or Human Resources Department.