

D/FW AIRPORT BOARD

JOB DESCRIPTION

TITLE: ASSISTANT VICE PRESIDENT, AIRPORT
SECURITY

JOB NUMBER: 1055

FLSA STATUS: EXEMPT

This job description generally describes the work of people in this job title. It may not be a complete list of duties.

POSITIONS DIRECTLY SUPERVISED: Senior Tactical Communications Manager
Senior Access DFW Manager
Senior Security Manager
Assistant Security Compliance Manager
Administrative Assistant II

GENERAL SUMMARY:

Under general direction of the Director of Public Safety, performs administrative and technical work in the direction of public safety services in an aviation environment. Formulates policies, standards and procedures for assigned areas and coordinates the provision of other services. Exercises direct supervision and supervises through staff. Work is reviewed by reports and conferences. This is a non-commissioned position; however, at the discretion of the Director of Public Safety, it may be filled by a previously commissioned or fire certified individual.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Serves as DFW's Airport Security Coordinator in accordance with federal TSA regulations.
- Assists in the overall planning, direction, and coordination of airport public safety functions.
- Directs all activities of Security and Tactical Communications, including but not limited to security services and public safety communications
- Schedules and assigns personnel as necessary to support all Security and Tactical Communication activities; establishes operating procedures, gives special instructions and assignments; evaluates performance of personnel.
- Monitors and evaluates the workplace to ensure compliance with the DFW Airport Security Plan (ASP)
- Participates in construction project meetings related to facility security and meets with tenant airlines and governmental agencies for security liaison purposes.
- Inspects and evaluates equipment condition and adequacy; justifies and recommends purchase of new equipment and programs based upon needs of the Department and designated strategic imperatives of the Airport Board.
- Enforces laws, rules, and regulations in areas of Security and Tactical Communications.
- Evaluates and prescribes training for Security and Tactical Communications.
- Coordinates and plans activities with the Director of Public Safety and other Public Safety Assistant Directors in providing for overall management of department's resources.
- Takes an active role in budget related issues to include preparation, analytical justification of yearly requests, forecasting, industry benchmarking, and prudent stewardship of the adopted budget throughout the fiscal year.
- Participates in personnel selection, training, evaluation, and promotion.

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PRINCIPAL DUTIES AND RESPONSIBILITIES (Continued):

- Supports the overall Board mission and strategic imperatives as they apply to Security and Tactical Communications. Establishes and maintains productive working relationships with other Board Departments, airlines, tenants, local TSA, FAA, and other Federal agencies.
- Networks with other agencies and airports as necessary to further the goals of DFW Airport.

MINIMUM REQUIREMENTS:

- Bachelor's degree in homeland security, emergency management, criminal justice, or related field.
- Seven (7) years of increasingly responsible experience in public safety, such as law enforcement, airport security, emergency management, etc.
- Five (5) years of management level supervisory experience.
- Any equivalent combination of education and/or experience may be substituted for the above.
- Possession of a valid Class C driver's license.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the principles and practices of a public safety department.
- Thorough knowledge of the laws, rules, and regulations applicable to emergency management, public safety communications, security services and the ASP.
- Ability to exhibit a total commitment to professionalism, integrity, honesty, and loyalty.
- Ability to analyze complex problems and formulate solutions or recommendations.
- Ability to gather, analyze and evaluate facts to prepare and present concise oral and written reports.
- Ability to establish and maintain effective working relationships with subordinates, supervisors, public officials, the public and Board personnel.
- Ability to implement sound security procedures.
- Ability to be actively involved in aviation security industry issues as directed by the Vice President of Public Safety.

DESIRABLE:

- Experience at a Category X airport.
- Responsibility for managing large multi-shift, multi-site hourly workforce.

SPECIAL REQUIREMENT:

- Must obtain a Security Identification Display Area (SIDA) Airport Identification/Access Badge (badge) in accordance with Department of Homeland Security Transportation Security Administration (TSA) requirements in Chapter 49 of the Code of Federal Regulations Part 1500 et al., and DFW Airport's Airport Security Program within thirty (30) days from date of employment and maintain qualification for a SIDA badge upon each badge renewal.
- This is a designated safety sensitive position as defined in DFW Airport's Drug and Alcohol Administrative Policy and Procedure. Applicants selected for this position will be required to pass a drug test prior to employment and to submit to drug screening on a random basis during the length of their employment in the safety sensitive position.

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EFFORT:

- Works in an office environment, occasionally inspecting AOA/SIDA gates.
- Uses computer monitors and keyboarding devices.
- Communicates by telephone, computer, in writing, and in person.
- Drives to locations on and off Airport property.

APPROVALS

Department

Date

Human Resources

Date

ISSUED: 6/05
5/15, 8/16, 01/18, 1/20, 10/21

AUDITED:

REVISED: 7/07, 3/09, 7/14,