

**CLASS SPECIFICATION - DRAFT**  
**Security Program Manager**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general direction, plans, organizes, and evaluates security functions for a large public works bureau with 24/7 operational responsibilities; coordinates security functions within the bureau; manages and directs the work of subordinate supervisors and staff; monitors bureau resources against a variety of potential security threats, such as vandalism, contamination, interruption to service and theft; performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Security Program Manager manages day to day bureau security teams and systems with a focus on prevention of man-made security violations including infrastructure and/or equipment damage or theft, graffiti, and water way contamination at a variety of locations, multiple sites and facilities, and over a broad geographical area. The incumbent is responsible for the long-range security planning, development of policies and procedures, management of section budget and coordination with senior staff within the Bureau and other agencies.

Security Program Manager is distinguished from other program/project management positions by its required knowledge of security operations and programs; and management of supervisors and staff who implement security programs for a large public works bureau.

Security Program Manager is distinguished from Emergency Management Program Manager by the former's focus on protection of bureau assets and prevention of security violations, while the latter manage bureau's disaster preparedness and response in anticipation, and as a result, of natural disasters and terrorism.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of assigned program or project staff; develops, implements and monitors work plans to achieve City or bureau program goals and performance measures; develops and monitors budget; monitors performance against the multi-year and annual program budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau program goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance

and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.

3. Provides leadership and works with program staff to develop and retain a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Serves as the bureau expert on security matters; develops and implements program elements, policies and procedures; provides training and technical assistance to bureau staff; represents the bureau in meetings with outside agencies regarding security issues; meets with senior bureau staff to discuss security planning and related bureau operational issues.
5. Evaluates the ongoing effectiveness of bureau security operations and makes or recommends modifications; monitors conformance with program budget and other City/grantor requirements; prepares narrative and statistical program performance reports and recommendations.
6. Coordinates and integrates security incident response services with local law enforcement, sometimes within multiple jurisdictions; develops partnerships, where applicable, with public safety agencies and organizations; leads, facilitates and manages development of multi-agency and intergovernmental agreements.
7. Works with subordinate supervisors to plan security routes and schedules that provide effective site monitoring with appropriate unpredictability; develops security coverage considering a variety of timing and intervals that optimize bureau and public safety.
8. Analyzes proposed program changes, complex policy issues, and regulatory changes; formulates approaches and courses of action to address issues identified; recommends appropriate bureau response; works with Federal or State agencies as applicable.
9. Provides for training of Bureau staff on security procedures and needs; carries out the City's and Bureau's safety programs; educates employees on rules, regulations, codes, safe work habits and potential hazards presented by their work environment; monitors and evaluates section performance against loss control goals.
10. Provides for ongoing training of Bureau Security staff; identifies and assesses new types of trainings; finds new sources for training; works with subordinate supervisors to ensure security staff is appropriately trained.
11. Contributes to the provision of security for bureau employees; sets up monitor entry (card access) systems; assists Police with employee personal security situations, threats, theft of equipment.
12. Serves in the role of Direct Responsible Charge for security matters, including after-hours response; works as part of a team to respond to security emergency situations affecting the operations of the bureau including scheduled on-call duties and 24/7 response as needed.

## **OTHER DUTIES**

1. May be a responder in the City's or bureau's Incident Command System (ICS) as the Incident Commander or Section Chief.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices related to utility or public works security, including surveillance and alarm systems, employee security, use of contract security services, Oregon DPSST public safety standards, security response and recovery and hazardous materials awareness.
2. Advanced principles, practices and methods of program planning, analysis and management.
3. Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
4. Principles, practices and methods of budget development and management.
5. Federal, state and local laws, regulations and court decisions applicable to security.
6. Principles and practices of sound business communication.
7. Principles and practices of effective management and supervision.
8. City human resources policies and labor contract provisions.

### **Ability to:**

1. Plan, organize, manage and direct a variety of complex security program functions and activities to achieve program/project goals, objectives, timelines and deliverables over a multi-year period.
2. Analyze difficult and complex program, administrative, operational and organizational objectives and issues, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
3. Collect, evaluate and interpret appropriate and applicable data, either in statistical or narrative form.
4. Understand, interpret, explain and apply laws, regulations, ordinances and policies related to security.
5. Understand, interpret and respond to internal and external customer needs and expectations.
6. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.

7. Present conclusions and recommendations clearly, logically and persuasively to both internal and external program/project stakeholders.
8. Exercise expert independent judgment and initiative in the recognition and resolution of complex and difficult problems within established policy guidelines.
9. Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.
10. Establish and maintain effective working relationships with bureau managers and staff, staff of other bureaus, representatives of other agencies, the public and others encountered in the course of work.
11. Provide leadership and direction within a diverse, team-oriented work environment.
12. Set strategic goals, develop appropriate structures and implement effective responses to a variety of security conditions.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration or a closely related field; and at least five years of progressively responsible program development, implementation and administration experience with large-scale security programs; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license; passing routine respiratory protection physical assessment and fit-testing to use self-contained breathing apparatus; certification by DPSST (State of Oregon Department of Public Safety, Standards & Training) as a program manager within 6 months of appointment;; other certifications, endorsements or licenses may be required.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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Class History:

Adopted: 05-05-04

Revised:

June 2009 - Change Job Class number from 7196 to 30000488, due to system change.

1-6-11 – modified to remove emergency management duties; edited to contain more security program details. Title change from Security and Emergency Management Program Manager