Director, Security Management

FLSA Status: Exempt
Pay Grade: 25
Job Title ID: 16304
Job Series/Job Family: Business Services Series / Environmental Health & Safety Family

Reports To

Executive Director, Environmental Health, Safety & Insurance

Job Purpose

To manage and direct the development, implementation and evaluation of the College-wide security program and risk minimization programs to ensure a secure facility, physical security and security of college assets, intellectual assets, information technology/computer systems and a secure environment for the college community.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Provides college wide leadership and direction in all areas of security, loss control, security best practices and security programs including strategic planning and campus wide collaboration. Collaborates with college administration and department and external groups to effectively resolve security related issues.
2. Establishes and implements short and long range organizational goals, objectives, strategic plans, policies, standards and operating procedures; monitors and evaluates effectiveness, and effects changes required for improvement that will ensure the highest level of security for ACC staff and assets and the lowest risk of loss and liability to the organization.
3. Designs, establishes and maintains an organization structure and staffing to effectively accomplish the organization's goals and objectives; recruits, employs, trains, supervises, and evaluates staff.
4. Develops, manages and monitors the security department budget and annual long range Facilities Improvement budget planning cycle.
5. Monitors security conditions and conduct ongoing analysis of data received from both external and internal sources, and advise administration on appropriate risk mitigation strategies.
6. Develops and implements a security training strategy for the college community and ensures appropriate steps are taken to ensure College wide security compliance. Provides frequent communications to the college community concerning security.
7. Oversees and provides direction for major security related projects and physical security technologies including but not limited to; various card key access systems, alarm systems, video surveillance systems, security services, IT and data security systems and various other related systems.
8. Oversees and directs security efforts across the college to identify security initiatives and standards. Provides technical expertise and facilitates implementation.
9. Participates and provides leadership on various college wide committees, councils and process improvement teams, acting in an advisory capacity.
10. Provides college wide guidance regarding "best practice" business security standards, solutions and guidance to maintain a secure environment for the protection of personnel, property and information.
11. Interprets security laws, regulations, and contract requirements; directs subordinates in enforcing compliance; and maintains relationships with law enforcement, regulatory agencies, and other issuers of security requirement.
12. Oversees security incident response planning and investigation of breaches; assists with disciplinary and legal matters associated with such breaches.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Federal, State, and local regulations, national standards and best practices relating to security systems. Must be aware of the implications of legislated requirements that impact security for the college community.
- Management principles, practices, and techniques. Budget preparation, bid and purchasing procedures, and expense control.
- Strong working knowledge essential security metrics, and provide tracking and reporting of those metrics to management.
- Strong working knowledge of information technology and security best practices in this area.
- Strong working knowledge of all aspects of physical security and technologies. Must understand and be familiar with current industry and market trends related to physical security.
- Comprehensive business and technical knowledge and organizational skills to oversee highly complex projects with high visibility and high impact on the business.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Overseeing highly complex projects with high visibility and high impact on the college.
- Effectively using interpersonal and communciations skills, including tact and diplomacy.
- Maintaining an established work schedule, including occasional evenings and/or weekends.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Effectively supervising, leading, and delegating tasks and authority.
- Working collaboratively with a diverse and multicultural college community.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Presenting information to large and small groups.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 30 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- Five years related work experience in the security industry, including work in security management.

Preferred

- Ten years experience and proven track record in security industry. Five years proven security management skills. Work experience in higher education setting.

Education

Required

- Bachelor's degree in Security or related field.

Licenses/Certifications

Required

- At least one of the following major relevant certifications: Certified Information System Security Professional(CISSP); Certified Information System Management(CISM); Certified Information System Auditor(CISA); Certified Protection Professional(CPP).

Other

Required

- Ability to pass background, credit, and drug tests. Reliable transportation for district-wide travel.

Preferred

- Multiple major certifications are highly desirable including CISSP, CISM, CISA, CPP. Other related certifications are desirable including GSEC, GCFW, GCFA, GCIA, GCUX, GCIH, GSE, Security +. Knowledge of ACC Policies and Procedures, Board Policies and Administrative Rules is desirable.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.