



MANAGER OF SECURITY PROGRAMS

JC: SF-100
PB: 13
FLSA: Exempt

PC: 970
BU: 95 (NR)
Created: October 23, 2006
Revised: July 16, 2008

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Develops and assists in the implementation of BART's Security Policies and Programs; serves as Chair of BART's interdepartmental Security Committee and will be responsible for developing and/or recommending security-related operating protocols and procedures; prioritizes the District's security needs and establishes guidelines and criteria for security investments; serves as the lead liaison representing the District on security-related matters when interacting with various federal, state and local entities; is responsible for security funding advocacy and serves as BART's point-of-contact for non-law enforcement security-related matters; provides highly complex administrative support to the General Manager; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class develops and manages, through various management teams and staff from Police, Operations, External Affairs and Transit System Compliance, all security-related polices and programs for the District. The incumbent is accountable for accomplishing goals and objectives and for furthering District goals within general policy guidelines.

REPORTS TO

This position reports to the General Manager.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Develops the mission, strategy, goals and objectives for BART's Security Policy and Programs through a consensus-based process with District policy makers.
2. Develops standards, protocols, procedures and investment strategies to ensure a secure environment for BART employees and customers.
3. Serves as the Chair of BART's internal Security Committee with representation from BART Police, Operations, External Affairs and Transit System Compliance.

Manager of Security Programs

Page 2

4. Identifies transit security “best practices” for migration to BART, as appropriate.
5. Works with Maintenance and Engineering Department to establish design guidelines and architectural standards for security-related investments.
6. Provides recommendations to BART’s Information Technology and Engineering Departments on Internet security and security-sensitive document control issues.
7. Takes a lead role in identifying and prioritizing security needs and investments and advocates externally for the funding of BART’s security needs.
8. Stays current with emerging and established technologies and products and evaluates both for suitability and effectiveness in addressing the District’s security needs; serves as the sponsor of security-related projects in the District’s Capital Program.
9. Serves as BART’s point-of-contact to outside federal, state and local (non-law enforcement) agencies for funding, planning, coordination and response on security-related issues.
10. Works with various BART departments (primarily Operations and Police) in the development of operating procedures and protocols in response to security issues.
11. Tracks and represents the District’s interests during the development of external, security-related mandates, programs and regulations.
12. Advises on public communication strategies related to enhancing security on the BART system.
13. Oversees the conduct of system-wide Threat Vulnerability Assessments of BART facilities. Evaluates and recommends corrective action.
14. Evaluate state and federal developments and regulations related to emergency management planning, disaster response, recovery planning and business continuity planning. Facilitate initiatives within the District concerning these expanding planning programs.

QUALIFICATIONS

Knowledge of:

Operations of a comprehensive security system, preferably in a transit environment.
Principles and practices of security-related oversight, compliance, and enforcement.
Principles and practices of policy development, implementation and administration.
Internet security and security-sensitive document control.
Safety and emergency operations and procedures.

Manager of Security Programs

Page 3

Current and emerging security technologies and products and best practices for their use on transit systems.

Current security related standards, protocols, and procedures for employees and patrons of a major metropolitan transit system.

Principles and practices of budget preparation and administration.

Related federal, state and local laws and regulations.

Skill in:

Developing and managing a comprehensive security system, preferably in a transit environment.

Developing, implementing, and administering goals, objectives and procedures.

Identifying and responding to sensitive community and organizational issues, concerns and needs.

Researching, analyzing and evaluating new methods and techniques.

Planning and overseeing implementation of security programs.

Preparing and administering complex budgets.

Interpreting and applying applicable Federal, State and local policies, laws and regulations.

Working with Congress and the Executive Branch, including the DHS and its key divisions to secure security funding and favorable security policies.

Working with the White House Office of Management and Budget, Dept. of Transportation, Federal Transit Administration and the intelligence agencies.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in criminal justice, security administration, business or public administration or a closely related field from an accredited college or university. A Master's degree in a related field preferred.

Experience:

Seven (7) years of (full-time equivalent) verifiable experience in either developing and implementing or managing a professional security operation and the defense of either public or private infrastructure from external attack. At least three (3) years of that experience must have been in a complex, multi-site operation, preferably in a public or governmental facility. Familiarity with rail operations is preferred. Five (5) years of the experience must also have been at the management or supervisory level.

Other Requirements:

Must possess a valid California Driver's License and have a satisfactory driving record.

Must be physically able to perform field inspections and investigations.

Must be able to work various shifts, weekends, holidays and overtime, and respond to emergency situations and calls.

Must pass comprehensive background investigation and pre-employment polygraph examination.

Substitution:

Additional professional experience, as outlined above, may be substituted for the education requirement on a year-for-year basis. A Bachelor's degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; field environment; construction site environment; exposure to heat, cold, moving vehicles, electrical energy and inclement weather conditions.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

EEOC: 02

Safety Sensitive Designation: No