

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

DIRECTOR OF TRANSIT SECURITY CONTRACT COMPLIANCE
Pay Grade H1P

(\$107,452.80 - \$134,305.60 - \$161,158.40)

Basic Function

Directs and oversees security, law enforcement contracts, and grants compliance. Directs and administers major security contracts related to Metro's security program. Plans and develops security program enhancements to respond to new security threats.

Classification Characteristics

This classification is exempt/at-will and the incumbent serves at the pleasure of the hiring authority.

Supervised by: DEO Project Management

Supervises: Transit Security Tech Grants Program Manager Chief Administrative Analyst and Senior Administrative Analysts

FLSA: Exempt

Work Environment

In order to achieve Metro's goals in support of its mission, potential candidates are required to commit and continuously practice and demonstrate the following work values:

- **Safety** – To ensure that our employees, passengers and the general public's safety is always our first consideration.
- **Service Excellence** – To provide safe, clean, reliable, on-time, courteous service for our clients and customers.
- **Workforce Development** – To make Metro a learning organization that attracts, develops, motivates and retains a world-class workforce.
- **Fiscal Responsibility** – To manage every taxpayer and customer-generated dollar as if it were coming from our own pocket.
- **Innovation and Technology** – To actively participate in identifying best practices for continuous improvement.
- **Sustainability** – To reduce, reuse and recycle all internal resources and reduce greenhouse gas emissions.
- **Integrity** – To rely on the professional ethics and honesty of every Metro employee.
- **Teamwork** – To actively blend our individual talents to achieve world-class performance and service.
- **Civil Rights** – To actively promote compliance with all civil rights statutes, regulations and policies.

Examples of Duties

- Directs and oversees the administration of security and law enforcement contracts.
- Establishes and monitors long-range contract goals, schedules, and strategies.
- Reviews and ensures contract requirements are met monthly and annually.
- Oversees annual departmental contract audits and makes recommendations for corrective actions.
- Attends meetings with contractor to address contract related concerns.
- Provides contract performance reports to management.
- Maintains financial oversight of contracts within Transit Security.
- Reviews and enhances performance measurements of the contractors.
- Plans, directs, and communicates work requirements and schedules to support staff; monitors contract work to ensure schedules are met.
- Prepares and presents reports to supervisor, the Board of Directors, and management.
- Represents department at meetings, conferences, and public events.
- Participates in the preparation of the departmental budget.
- Supervises subordinate staff.
- Communicates and implements safety rules, policies, and procedures in support of the agency's safety vision and goals; and maintains accountability for the safety performance of all subordinate employees.
- Maintains, supports, and promotes a safe work environment while complying with all of Metro's safety rules, policies, and procedures.
- Contributes to ensuring that the EEO policies and programs of Metro are carried out.

Essential Knowledge and Abilities

Knowledge of:

- Theories, principles, and practices of public sector procurement or materiel management laws and regulations
- Administrative principles and methods, including goal setting, program and budget development and implementation
- Public administration
- Capital and operating budgets
- Modern management theory

Ability to:

- Direct the overall activities of a major organizational function
- Assess current systems and creatively determine strategies for improved processes
- Establish and implement policies and procedures
- Understand, interpret, and apply laws, rules and regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Exercise judgment and creativity in making decisions
- Communicate effectively orally and in writing
- Represent Metro before elected officials and the public
- Interact professionally with various levels of Metro employees and outside representatives
- Plan financial and staffing needs
- Make financial decisions within a budget
- Determine strategies to achieve goals
- Prepare comprehensive reports and correspondence
- Read, write, speak, and understand English

Minimum Qualifications

Potential candidates interested in the Transit Security Contract Compliance Manager position MUST meet the following requirements:

- Bachelors' degree in Business Public Administration, or related field
- 5 years' management-level experience performing contract management work
- Master's degree in Business, Public Administration, or other related field desirable

Special Conditions

- None

Disclaimer

This job specification is not to be construed as an exhaustive list of duties, responsibilities, or requirements. Employees may be required to perform other related job duties.