

## Los Angeles County Metropolitan Transportation Authority

### Job Class Specification

#### **CHIEF OF TRANSIT SECURITY** Pay Grade H1P (\$107,452.80 - \$134,305.60 - \$161,158.40)

#### **Basic Function**

Directs the overall functioning of Security Department. Directs and administers major security contracts related to Metro's security program. Plans and develops security program enhancements to respond to new security threats. Oversees Transit Court, Metro's Transit Security and private contract security.

#### **Classification Characteristics**

**Supervised by:** Deputy Executive Officer, System Safety and Security

**Supervises:** Lieutenant, Sergeant, Administrative Aide, Senior Secretary, Transit Court Manager

**FLSA:** Exempt

#### **Work Environment**

In order to achieve the Agency'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.
- **Services 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 green house 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**

- Establishes and directs the implementation of goals, objectives, policies, procedures, and work standards for the function.
- Develops and directs implementation of security program procedures and daily operations.
- Develops transit security policy recommendations.
- Directs, administers, manages, and provides oversight for major security contracts for Metro facilities.
- Directs preparation of annual department budget, including cost/performance analyses; insures that programs are implemented within budget.
- Directs the evaluation and monitoring of contract performance to ensure compliance with Metro policy, contract specifications, federal, state and local laws and regulations; ensures effective and efficient delivery of security services.
- Represents Metro on security matters with the FTA, APTA, federal, state and local governments and with professional associations.
- Informs Metro executive staff and Board about urgent security issues.
- Negotiates annual contract costs and service levels with law enforcement agencies, local governments and security firms.
- Directs the development of security operations research activities.
- Directs the development of Metro's security strategic plan.
- Directs the development of grants and other funding sources for security research, planning and operations.
- Develops and maintains effective communication with federal, state, and local security organizations.
- Serves as a key member of the multi-agency Union Station Gateway Security Task Force.
- Oversees the receipt, review, and dissemination of intelligence information and reports to management and appropriate Metro operating units.
- Develops and directs training programs to achieve effective security functions.
- 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.

## **Essential Knowledge and Abilities**

### Knowledge of:

- Theories, principles, and practices of public administration, industrial security, public policy, management and public transportation.
- Budgeting process, grant funding sources.
- Applicable federal, state/local laws, rules and regulations on law enforcement/security.
- Modern management theory.
- Operations research, quantitative methods, research design and applied social science.

### Ability to:

- Plan, organize and direct the work of staff and contracted service vendors.
- Analyze situations, identify problems, implement solutions and evaluate outcomes.

- Communicate effectively orally and in writing; think and act independently.
- Interact professionally with various levels of Metro employees, outside representatives and the public.
- Compile, analyze and interpret complex data and research findings.
- Travel to offsite locations in a timely manner.
- Understand, interpret, and apply laws, rules regulations, policies, procedures, contracts, budgets, and labor/management agreements.
- Exercise sound judgment and creativity in decision making.
- Plan financial, service and staffing requirements.
- Determine strategies to achieve goals.

### **Minimum Qualifications**

Potential candidates interested in the CHIEF OF TRANSIT SECURITY position MUST meet the following requirements:

- Bachelor's degree-Business or Public Administration, Public Policy, Industrial Security or other related field.
- 5 years' management level experience in law enforcement
- Valid California Class C driver license.
- Required to qualify with an acceptable firearm score on an annual basis.
- Experience and training in Industrial Security.
- Experience in public transportation or commercial transportation is desirable.
- POST certification is desirable.
- Master's degree in related field desirable.

### **Special Conditions**

- Exposure to weather and physical hazards.
- May be exposed to hostile and armed criminal suspects.
- On-call, after hours or weekend work and travel may be required.
- May require response at any time of day or night to major security incidents.
- Positions in this job classification are considered safety-sensitive and subject to drug and alcohol testing, including random testing, under Federal Transit Administration (FTA) regulations.

### **Disclaimer**

This job specification is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor.