

Job Description

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

EXECUTIVE OFFICER, SYSTEM SECURITY AND LAW ENFORCEMENT
Pay Grade HAA

(\$152,256.00 - \$190,340.80 - \$228,384.00)

Basic Function

To provide executive direction to Metro’s overall security and law enforcement contract compliance and strategic plan.

Classification Characteristics

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

Supervised by: Deputy Chief Executive Officer

Supervises: Deputy Executive Officer, Project Management

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 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

- Provides overall direction and management in the establishment and development of policies, goals, performance measures and strategies, for Los Angeles Metro Protective Service (LAMPS) Department.
- Oversees the security and law enforcement contracts and reports on contract performance and compliance.
- Oversees and directs through the direction of the DCEO the security and law enforcement management assigned to the Transit Policing Contract with Metro.
- Oversees and approves security and law enforcement communications.
- Oversees security and law enforcement audits and directs the implementation of corrective actions.
- Participates in contract negotiations and represents security and law enforcement.
- Directs preparation and administration of the Transit Security Department Budget.
- Consults and advises management staff and the Board of Directors on transit security and law enforcement contract activities and issues.
- Advocates Metro's safety vision; approves and adopts the agency's safety rules, policies, and procedures; communicates safety expectations; and maintains accountability for the safety performance of the entire agency.
- Manages department including developing, monitoring and adhering to Metro's policies/procedures, budget and achieving units goals and objectives.
- Works with the EO of Risk Management on strategies, regulatory compliance, Grant implementation for Emergency Management.
- 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 procurement processes and law enforcement.
- Effective Project Management skills and techniques.

Ability to:

- Ensure key organizational goals, priorities, values and other issues are considered in making program decisions.
- Exercise leadership to implement and to ensure that Metro's mission and

strategic vision are reflected in the management of its people.

- Establish program/policy goals and the structure and processes necessary to implement Metro's mission and strategic vision.
- Ensure that programs and policies are being implemented and adjusted as necessary, that the appropriate results are being achieved, and that a process for continually examining the quality of program activities is in place.
- Acquire and administer financial, material, and information resources to accomplish Metro's mission, support program policy objectives, and promote strategic vision.
- Explain, advocate, and negotiate with individuals and groups internally and externally to develop an expansive professional network with other organizations and organizational units.
- Read, write, speak, and understand English.

Minimum Qualifications

Potential candidates interested in the EXECUTIVE OFFICER, SYSTEM SECURITY AND LAW ENFORCEMENT position MUST meet the following requirements:

- Bachelor's degree - Business, Public Administration or other related field or years of experience.
- 8 years' senior management-level experience in law enforcement

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.