



JOB TITLE:	<b>SECURITY AND EMERGENCY MANAGEMENT SPECIALIST</b>	DIVISION:	<b>DISTRICT – RISK MANAGEMENT &amp; SAFETY</b>
REPORTS TO:	<b>DIRECTOR OF RISK MANAGEMENT &amp; SAFETY</b>	EEO CATEGORY:	<b>02 - PROFESSIONAL</b>
FLSA:	<b>EXEMPT</b>	SAFETY-SENSITIVE:	<b>NO</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<b>SAN RAFAEL</b>

*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.*

### Position Summary

Under direction from the Director Risk Management Safety develops implements and administers security and emergency management programs and business continuity procedures for the Golden Gate Bridge, Golden Gate Ferry and Golden Gate Transit. Works closely with Golden Gate Bridge District management and our employees to identify and evaluate potential security and emergency/disaster management issues.

### Essential Responsibilities

- Leads emergency preparedness and contingency planning efforts by directing appropriate response to wide range of emergency situations and security threats
- Responsible for developing, updating and implementing business continuity and disaster recovery plans
- Works closely with the District's Information Systems to audit cyber-liability exposure and response
- Develops, implements and evaluates security policies, procedures and programs in the District's Bridge, Bus and Ferry operations
- Participates in the design and production of Regional and State emergency response drills
- Investigates causes of security and Golden Gate Bridge, Bus and Ferry property breeches and recommends changes in procedures, equipment usage, and/or work environment to correct problems and prevent recurrence
- Performs facility security assessments including ensuring the security and safety of District customers
- Develops and conducts employee training programs, exercises and drills for emergency operations and disaster response
- Supervises the assignment of contracted guard services for Bus and Ferry transit divisions
- Assists division managers in their preparation of annual operating and capital budgets. Makes recommendations and prepares cost estimates for security and emergency response related expenses
- Represents the District at meetings and hearings involving governmental agencies, professional and community organizations, and the general public. May includes media contact and interaction with District executive managers and Board members
- Prepares informational reports for consideration by senior managers or other agencies, makes presentations before senior managers, the Board of Directors, public and private organizations and others as required; must be formal if in front of BOD



- Oversees the District's internal and external emergency preparedness and emergency response programs and collaborates with local police and fire agencies and rescue teams to assure information exchange and mutual assistance
- Develops and provides security and emergency preparedness and response related training
- Plans, organizes and conducts facility security evaluations in order to protect District employees, Bus and Ferry passengers and visitors to the Golden Gate Bridge
- Evaluates emergency preparedness and response plans including Fire, Earthquake, Workplace Violence, and Pandemic Alerts
- Coordinates Security and Emergency Planning with outside local, state and federal agencies including the U.S. Coast Guard, Department of Homeland Security and Federal Transportation Administration and the Department of Justice
- Coordinates and oversees transit related contracted security service providers
- Exercises considerable independent judgment and initiative to recommend and implement programs in order to achieve objectives
- Oversees and coordinates first aid training and certification program and Automated External Defibrillator (AED) program
- Regular and reliable attendance and performance is required

## Required Knowledge, Skills and Abilities

### Knowledge of:

- Facility and personnel security practices and industry standards and to apply that knowledge to highly variable and diverse work situations and environments
- Emergency preparedness, emergency response and emergency operations management and the ability to apply that knowledge to highly variable and diverse work situations and environments

### Ability to:

- Analyze situations, identify needs and develop realistic and cost effective action plans to address identified needs
- Set objectives, strategies, coupled with sound project management skills
- Develop and implement programs and work procedures to promote employee awareness and effectiveness in dealing with security and emergency response matters
- Conduct investigations and prepare reports on security related issues
- Communicate effectively both orally and in writing
- Develop and employ problem solving approaches that are sensitive to organizational, security community, customer and employee concerns
- Maintain a high degree of confidentiality
- Work independently, organize work, prioritize assignments and meet deadlines with minimal supervision
- Use basic Microsoft platform software including Word and PowerPoint
- Establish & maintain cooperative, effective & productive working relationships with personnel at all levels in the organization & with representatives of outside agencies & groups



- Maintain composure and provide effective leadership during sustained periods of highly stressful operations
- Make sound decisions, at a moment's notice, regarding personal safety and the safety of others
- Be available for response to emergency situations on a 24/7 basis

## Minimum Qualifications

### Education and/or Experience:

**A combination of college level training and position related experience equivalent to:**

- Must have 5 years' experience related to the development and administration of security and/or emergency preparedness and business continuity programs. Education in the form of certifications, specialized training or other applicable programs will be considered in lieu of experience
- Bachelor's degree preferred

### Required License:

- Must possess and maintain a current, valid California driver's license and satisfactory driving record. Operates vehicle on a regular basis
- This position is not assigned a car and driving is not an essential function

### Physical Requirement:

Must possess and maintain physical ability to supervise and/or participate in security related field operations and respond to a wide range of emergency situations throughout the District's service area. Must be able to personally access all transit related equipment and facilities.