



JOB POSTING 2024-33

CLOSING DATE: OPEN UNTIL FILLED

**Job Title:** Security Administrator

**FLSA Status:** Exempt

**Work Location:** 602 N. Staples, location varies

**Department:** Safety & Security

**Reports To:** Deputy CEO/Chief Safety Officer

**Grade:** 26 **Salary:** \$32.08 - \$54.90  
(Min-Max)

**Work Schedule:** Monday – Friday 8 am – 5 pm

**General Summary:** Under the general supervision of the Deputy CEO/Chief Safety Officer this position supports the efforts of the CCRTA's security programs by directing, planning, organizing by providing training and guidance to the security staff.

**Essential and Marginal Duties and Responsibilities:** Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Performs administrative functions including assisting with direct observation of the Police Law Enforcement and Security Guard contracts.
- Assists with parking enforcement, and criminal trespass warnings (CTW).
- Provides guidance on scheduling for security staffing needs at CCRTA facilities and transfer stations.
- Assists the Deputy CEO/Chief Safety Officer with budget preparation.
- Collaborates to develop, prepare, and implement security policies and procedures.
- Provides training and education to management, employees, and contractors regarding security measures to be implemented.
- Evaluates the effectiveness of the security programs.
- Reviews current security training and recommends revisions, improvements, and updates.
- Responsible for attending special events during the day, in the evening, and at times during the weekend and giving presentations as needed.
- Coordinates and executes security-related events by preparing and implementing specific promotional campaigns to raise awareness.
- Responsible for being involved with the development of programs, i.e. Human Trafficking
- Assists with coordinating investigations revolving around Human Trafficking situations
- Performs a variety of administrative duties to include obtaining, analyzing, and evaluating data.
- Maintains accurate, complete, and timely records for the area of security.
- Provides reports to the Deputy CEO/Chief Safety Officer and upper management when required.
- Works closely with the other individuals of the Safety & Security department to be cross-trained to do their duties as necessary.
- Review payroll and reconcile against work schedules for law enforcement and security guard contracts to ensure accuracy
- Oversees and supervises the Safety & Security Management Aide in the absence of the Deputy CEO/Chief Safety Officer or designee.
- Performs other job-related duties and responsibilities as assigned.

**Qualifications include:****Knowledge, Skills & Ability:**

- Security regulations, principles and practices.
- Proficient in Public Speaking.
- Communicates English effectively verbally and in writing.
- Effective administrative, time management and supervisory skills.
- Fosters a positive work environment.
- Provides service courteously and professionally.
- Exercises independent judgment and responsible decision-making.
- Handles conflict and stressful situations.
- Comply with CCRTA policies and procedures.
- Maintains a dependable attendance record.
- Willingly foster a positive work environment.
- Maintains confidentiality regarding all CCRTA-related business information and personnel issues.
- Manages time control to complete projects.
- Strong analytical, problem-solving, and negotiation skills, preferably in an environment with multiple departments and dispersed personnel.
- Work immediately before, during or immediately after an emergency as required as part of the CCRTA's Emergency Response Team to provide emergency services to the public during emergency situations.
- Bilingual skills, in Spanish, are preferred
- Proficiency in Microsoft Office (Word/Excel/PowerPoint/and/or similar application(s)).

**Physical Requirements:**

Standard physical activity includes, but is not limited to, sitting, standing, and walking activities. Essential and marginal functions require maintaining physical conditions necessary to carry/lift/push or pull loads up to 30 lbs.

**Working Conditions:**

Works primarily in a typical, climate-controlled office environment. The average amount of overtime and extended work hours are required. The noise level in the work environment is usually moderate. While performing the duties of the job, the employee occasionally works in outside weather conditions.

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. It is the CCRTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law, and may be made to enable individuals with disabilities to perform essential functions. To request reasonable accommodation regarding your application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 903-3524*

**Experience and Training:**

This position requires any equivalent combination of training, education, and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Bachelor's degree in Criminal Justice, Security, Business, or a related field.
- **Experience:** Minimum of two (2) years related experience to include (1) year of supervisory experience. Previous direct experience with local, state, or federal law enforcement is strongly preferred.
- **License or certificate:** Possession of an appropriate, valid TX Driver's License on the date of application as required for position to operate CCRTA vehicles.

- **Other Requirements:** Must be at least 21 years of age. Any job offers and continued employment are contingent upon completing and passing a pre-employment physical, drug and alcohol screening, and background investigation.

CCRTA is proud to be an Equal Employment Opportunity Employer, supporting diversity in the workplace. *M/F/D/V*