

**Security Manager, Rockdale, TX – Salary, Exempt
Starting at \$80,000 - per year (Salary commensurate with experience)**

Submit Resume and Letter Interest to: Careers@Foresight-SC.com

In cooperation with the Vice President of Operations and at the direction of Foresight's President, the Security Manager provides proactive leadership, planning, subject matter expertise and performance monitoring in all aspects of a comprehensive, best practices security program that continually enhances Client's safety and security posture while minimizing risk and liability. The Security Manager focuses on security patrols, standing guards, crime and violence prevention, training and awareness, threat assessment and management, incident response, physical security vulnerabilities and upgrades, and related policies and procedures.

The Security Manager works closely with a variety of Client stakeholders and key partners in local, state, and federal law enforcement to provide timely response to training requests and situations of concern in accordance with Client's requirements, including but not limited to, safety, quality, management, and financial performance requirements.

I. Job Duties and Responsibilities:

1. Establishes the goals, plans, objectives, policies and procedures related to guest and employee personal safety and security, violence prevention, security incident investigations, emergency response, and coordination with law enforcement agencies.
2. Functions as the primary point of contact for Client's employees and outside agencies regarding all security incidents, situations, of concern, and training requests.
3. Oversees and develops a comprehensive Workplace Violence Prevention program including awareness, reporting, training, and response.
4. Functions as the primary point of contact for Client's employees and outside agencies regarding all physical security work requests, questions, and other customer needs.
5. Coordinates training for Client's employees, makes presentations, and acts as a subject matter resource in the areas of managing security threats and vulnerabilities, enhancing security and emergency response.
6. Coordinates regularly with appropriate Operations staff concerning physical security and security technology improvement.
7. Coordinates the activities of security patrols and standing guard forces. May coordinate special protective details as part of threat management plans.
8. Develops and monitors security operations budget; ensures compliance with procurement policies and procedures.
9. Investigates security incidents, including threat assessment investigations (i.e. take photos, request police reports, track trends, and provide reports to appropriate locations/departments and agencies.)
10. Participates in identifying capital expenditure projects for security.
11. Continually develops recommendations for the Security Team to enhance and improve physical security.
12. Assures compliance with all applicable safety codes and standards.

13. Develops, manages, and maintains statistical and annual reports.
14. Manages an incident tracking system for security incidents including but not limited to trespassing, assault, theft, graffiti, vandalism, etc.; coordinates sharing of information with local law enforcement agencies.
15. Continually develops recommendations for the Security Team to enhance and improve physical security.
16. Attends periodic professional development seminars and makes recommendations for training programs for staff.
17. Performs related duties consistent with job description and assignments.

II. Key Relationships

1. VP and Director of Operations
2. Executive Leadership
3. Facilities and Property Management personnel
4. Security Guard Force
5. Human Resources
6. Safety Director and Safety Team

III. Other Job Requirements Successful candidates must possess skill in or knowledge of:

1. Correct usage, spelling, grammar, and punctuation of the English language
2. Principles and techniques of research, analysis, writing, and presentation
3. Knowledge of the principles, methods of law enforcement.
4. Administrative functions of Client.
5. Principles and practices of changing Homeland Security and Oregon Emergency Management standards.
6. Maintaining strict confidentiality.
7. Communicating effectively, orally and in writing.
8. Preparing reports, memoranda, and information for a variety of audiences.
9. Developing and maintain working relationships with a wide variety of individuals.
10. Organizing and establishing work priorities.
11. Developing and delivering, training, and motivating Client staff at all levels.
12. Creating and communicating short- and long-range goals and objectives.
13. Analyzing complex problems and applying principles and precedents to a particular set of facts.
14. Working collaboratively to bring parties to consensus.
15. Investigating sensitive and publicly volatile issues.
16. Interpreting and explaining laws, rules, and requirements.
17. Deciding a plan of inquiry and modifying plans in an appropriate manner to deal with the unexpected.
18. Developing alternative solutions to a variety of problems.
19. Maintaining impartiality, temperament, perseverance, tact, and mental alertness.
20. Exercising time management skills, balance multiple priorities, and consistently meet timelines and due dates.
21. Motivating self and adopting a positive approach and conveying an appropriate professional image.
22. Must promote Client culture and mission to all employees, vendors, clients, and business partners.
23. Managing relationships, which includes conflict management, teamwork, collaboration, and building trust.

24. Exercising accountability, decisiveness, communication, conflict resolution, coaching and development, and team building and teamwork skills.
25. Adapting to a frequently changing, fast-paced environment.
26. Demonstrating operational leadership to others and coordinating activities, often under stressful circumstances.

IV. Preferred Qualifications

1. CTM (ATAP)
2. ASIS or other security certification

V. Minimum Education, Certification, License, and Skill Requirements:

1. Bachelor's Degree from an accredited college or university. Equivalent combinations of relevant education and experience may be considered in lieu of degree. Work history must include minimum five (5) years verifiable experience with security programs and security systems.
2. Excellent working knowledge of physical security principles, facilities technology systems, with high-level skills in the areas directly related to access control and video monitoring technology. Exceptional candidates will have experience in complex, multi-site organizations.
3. Ability to respond occasionally after normal business hours, during weekends and holidays and is subject to emergency recall or consultation for all shifts.
4. A strong customer service orientation.
5. Must have a clean driving record and meet company minimum driving standards.

V. Work Environment

The Security Manager generally works in a climate-controlled office environment with minimal noise intensity levels.

VII. Physical Requirements

1. Must be able to work in an office environment (60%) as well as indoor and outdoor environments (40%).
2. Must be able to see and distinguish different colors, read small print and hear and recognize audible signals such as dial tones.
3. Must possess proven problem-solving skills, critical thinking skills and the ability to effectively read, write and give oral presentation(s).
4. Must have excellent organizational skills and the ability to manage projects.
5. Must be proficient in interpreting blueprints and other project documents, including but not limited to, specifications, reporting and quality requirements.
6. Must be able to occasionally work at heights, off of a ladder and in confined spaces, lift up to 50 pounds and move up to 75 pounds.

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