



THE DURST ORGANIZATION and AFFILIATES

JOB DESCRIPTION

JOB TITLE: Security Manager

REPORTS TO: Senior Security Manager

DEPARTMENT: Security

LOCATION: Midtown

FLSA STATUS: EXEMPT NON-EXEMPT

SUPERVISORY RESPONSIBILITIES: Yes No

JOB SUMMARY:

The Security Manager will collaborate with the Director of Security to ensure the safety of employees, tenants and visitors throughout the organization. He/she will identify security initiatives and work to constantly update security guidelines and procedures. The Security Manager will maintain oversight for security supervisors, as well as, security officers and will physically patrol portfolio properties ensuring the safety of portfolio buildings and tenants. Further, the Security Manager will assist in the management of company response to natural and manmade disasters.

The following shifts are available:

- **11PM-7AM, Friday and Saturday Off**

ESSENTIAL DUTIES AND RESPONSIBILITIES (OUTLINE SUBSECTIONS OF RESPONSIBILITIES, ONLY WHERE APPROPRIATE):

- Assist the Sr. Security Manager in setting goals and planning for the future
- Work to communicate physical and technical security strategies to company employees
- Ensure the appropriate staffing and schedules for areas under their supervision
- Respond expeditiously to calls of security breaches and other incidents made by building tenants, company employees and/or other staff
- Collaborate with senior management to maintain best practices with respect to security policies and procedures and document disciplinary matters, as appropriate;
- Liaise with government agencies and area law enforcement entities to ensure the safety of properties under TDO management control;
- Provide leadership, direction, guidance and training to Security Guards under their supervision.
- Manage additional responsibilities within our security organization as necessary.

AREAS OF KNOWLEDGE, SKILLS AND ABILITIES:

The successful candidate will have the ability to articulate area security issues, documenting both short-term plans and long-term strategy. He/she will have a demonstrated understanding of physical security strategies, policies, principles, procedures, and standards. Further, the successful candidate will have the ability to think critically through the intricacies of complex situations. Finally, he/she will demonstrate technical knowledge and experience in defining access control policies and governance, asset protection best practices, business continuity and disaster recovery planning.

- Proven staff management skills (union and non-union)
- Analyzing and Decision-Making
- Coordinating, Organizing, and Planning
- Acquiring, Applying, and Sharing Job Knowledge
- Maintaining High Professional Standards
- Communicating - Oral and in Written
- Maintaining and Managing Programs and Resources
- Achieving Results

CERTIFICATES, LICENSES, REGISTRATIONS:

- Concealed carry permit in their resident county and HR-218 Certification in their resident state. Must be able to obtain an NYPD Carry Business Permit and a NYS Armed Security Guard License.
- Valid Motor Vehicle Operators License.
- Able to obtain certifications in Basic First Aid, CPR and AED.

EDUCATION:

- Bachelor’s degree in Criminal Justice, or a related field or equivalent experience
- 15 years of relevant work experience in law enforcement and/or security operations with at least five years of experience in a managerial capacity

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing duties of this job, employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop; crouch; bend; talk; and hear. The employee must occasionally lift and move up to 20lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work environment. The noise level in the work environment is usually moderate.

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 This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

General Sign-Off: The employee is expected to adhere to all company policies and procedures.

I have read and understand this explanation and job description.

Reviewed by: _____
 Employee’s Signature Date

Approved by: _____
 Manager’s Signature Date