

Jurisdictional Class: Competitive  
Adopted: April 15, 2010  
Revised: October 29, 2013

**AIRPORT SECURITY COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a managerial position involving responsibility for coordinating and administering the security operations at the airport with other law enforcement agencies for the safety and protection of passengers and personnel. This position is responsible for reviewing and updating the Airport Security Plan to maintain compliance with Transportation Security Agency (TSA) and Federal Aviation Administration (FAA). This position oversees and coordinates the enforcement of federal, state, and local laws, rules, and regulations pertaining to security by providing inspections of County owned airport facilities to detect security hazards, to detect security maintenance problems and equipment failure, and to verify proper security protocols are being followed. An employee in this class is not a peace officer nor is law enforcement a responsibility of this position. The incumbent works under the direction of the Airport Manager or designee with wide leeway allowed for the exercise of independent judgment in carrying out the details of the position. Supervision is exercised over all assigned subordinate security personnel. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Coordinates safety and security responsibilities at the airport with federal, state, and local agencies in the enforcement of laws, rules, and regulations;
- Conducts regular safety and security inspections throughout the Airport Security Identification Display Area (SIDA) and routinely inspects door locks, signage alarm devices, camera monitoring system, and vehicle inspections including ensuring proper IDs for contractors, visitors, FEDEX, UPS, FBO, etc.;
- Conducts regular safety inspections of airport property to include perimeter fence, runway, taxiways, tenant and concessionaire leased areas, public areas of roadways, parking lots, and grounds;
- Compiles application packages for individuals requesting airport access beyond general public access which may include background investigations, threat assessment, photo, fingerprint card, SIDA training, and actual issuance of access badges;
- Reviews and updates Airport Security Plan (ASP) to maintain compliance with TSA regulations;
- Acts as a liaison between Airport security and TSA including responding to inquiries or allegations of regulatory violations;
- Periodically reviews closed circuit TV to ensure proper adherence to ASP and responds to alarms as needed, which may require providing TSA access and copies of particular recorded data as well as occasional monitoring via mobile network;
- Ensures that required documentation is kept in personnel files including application, rap sheet, copy of drivers license, social security card, passport, birth certificate, naturalization form, I-9 form, etc. for TSA security clearances;
- Investigates, documents, and reports violations, complaints, and incidences as per TSA regulation;
- Attends training as needed to maintain the highest standard of security proficiency for a category III Airport;
- Supervises and schedules security personnel according to the needs of the Airport Security mission;
- Conducts monthly security and Law Enforcement meetings to discuss related issues and concerns;
- Reviews Federal No Fly List on a daily basis to verify absence of those individuals with access badges;
- Is a member of the Airport incident response team and, as such, responds to airport incidents as directed and required;
- May file NOTAMS for airfield, as necessary.

## Airport Security Coordinator

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of federal, state, and local laws, rules, and regulations applying to airport facilities safety and security;

Good knowledge of investigative techniques;

Knowledge of Emergency Preparedness Plan;

Ability to interpret Federal Aviation Regulations as they pertain to the airport security by the Federal Aviation Administration and Transportation Security Agency;

Ability to prepare and present written and oral reports;

Ability to gather, assemble, analyze, and evaluate facts and evidence, to draw logical conclusions, and to make recommendations;

Ability to plan and supervise the work of others;

Ability to express oneself clearly and concisely both orally and in writing;

Ability to establish and maintain an effective relationship with the public and employees;

Ability to deal courteously yet firmly and tactfully with the public in ensuring that laws, rules, and regulations are being followed;

Good powers of observation;

Sound judgment.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Criminal Justice or closely related field and one (1) year of experience in law enforcement or security; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Criminal Justice or closely related field and three (3) years of experience as defined in (a) above; or
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of police experience with possession of a New York State Bureau of Municipal Police Council certification of completion from an accredited police academy; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

### **SPECIAL REQUIREMENTS:**

Candidates must possess a security certification at time of appointment.

Eligibility for an appropriate level New York State driver's license at time of application; possession of license at time of appointment.

Applicants must undergo a fingerprint-based (CHRC) Criminal History background check that does not disclose that he or she has a disqualifying criminal offense within the previous ten (10) years.