

**Oregon State Legislature
Security Operations Program Manager
Job Description**

Classification Title	Security Operations Program Manager		
Job Code:	9800	Job Family:	Legislative
Pay Grade	13	Date Reviewed:	May 2022
		Date Revised:	

GENERAL SUMMARY

- Develops and manages building security and emergency management policy development and implementation; oversees security project management for the Capitol; collaborates with Oregon State Police to coordinate and resolve security concerns and projects; oversees vendor relationships and procurement for security systems; and oversees outside security contractors working to ensure Capitol safety.

REPORTING RELATIONSHIPS

Reports to the Facility Services Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Develops and implements organizational security/safety standards, policies, procedures, and security improvement projects for the Capitol.
2. Conducts risk assessments and review of internal security operations; evaluates program and process effectiveness; provides feedback and recommendations for improvement.
3. Coordinates building access for first responders to medical emergencies, bomb threats, fire alarms or intrusion alarms; identifies, investigates, and resolves security breaches.
4. Acts as liaison to the Oregon State Police Capitol Mall Area Command (OSP CMAC); attends security briefings; reports identified security concerns; provides onsite support to OSP CMAC when required.
5. Manages development and implementation of all security projects.
6. Manages outside vendor relationships including physical security checkpoint contracts and security camera monitoring; reviews daily and weekly reports for accuracy; identifies security needs and manages procurements of required systems or services.

7. Facilitates Capitol Security Workgroup meetings; attends Capitol Safety and Wellness meetings.
8. Develops and implements emergency training instruction for Capitol staff; coordinates emergency drills in collaboration with Facility Services Manager and Legislative Administration.
9. Manages Capitol's Informacast emergency notification system and other required emergency communications.
10. Budget development and management of security project funds. Briefs and consults financial partners and stakeholders.

KNOWLEDGE, SKILLS & ABILITIES.

- **Knowledge of:**
 - Law enforcement standards, practices and policies
 - Building security standards and best practices
 - Building and access controls
 - Security procedures and surveillance equipment
- **Skill in:**
 - Budget development and implementation
 - Verbal and written communication
 - Project management, including budget, scheduling, leading meetings, and security administration
 - Organizing, planning and prioritizing work
 - Developing and implementing security objectives and strategies
 - Risk analysis and management
 - Employee training
- **Ability to:**
 - Interpret security contract documentation and monitor contract compliance
 - Convey security/safety concepts to team members, consultants, and contractors
 - Coordinate responses to security breaches and threats

MINIMUM JOB REQUIREMENTS

Bachelor's degree in criminal justice and three (3) – five (5) years of relevant experience.

An equivalent combination of education and experience sufficient to demonstrate ability to perform the duties of the position may be considered.

Law enforcement background desired.

OTHER REQUIREMENTS

Certification in First Aid / CPR within 2 months of start date and recertification as needed.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class have occasional exposure to unpleasant environmental conditions and/or hazards. Occasional outside work.

PHYSICAL DEMANDS

The physical demands 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.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.