

## Concord Church Position Description

<b>Job Title:</b>	Safety & Security Manager	<b>Job Category:</b>	Administrative Support
<b>Department/Group:</b>	Operations	<b>Job Code/ Req#:</b>	SSMGR
<b>Location:</b>	Dallas, TX	<b>Travel Required:</b>	Less than 30% Local Travel
<b>Compensation:</b>	Salaried	<b>Position Type:</b>	Full-Time (40+ hours)
<b>Approved by:</b>	Felecia C. Wylie	<b>Last Revised:</b>	August 11, 2019

### General Summary

The Security Manager is responsible for directing the organization's Safety & Security Department which including physical security and safety of employees, facilities, visitors, and assets. This position supervises and gives strategic instructions to armed and unarmed security officers and volunteers; while enforcing safety and security policies.

### The Security Manager exhibits the Four Core Values of Concord Church:

<b>Boldness for Christ</b>	<b>Phil. 1:20</b>	<b>Unapologetically representing Christ to the world.</b>
<b>Passion for People</b>	<b>John 13:35</b>	<b>Intentionally cultivating lifegiving relationships.</b>
<b>Catalyst for Change</b>	<b>Jer. 29:7</b>	<b>Relentlessly transforming our city.</b>
<b>Hunger for More</b>	<b>Matt. 5:6</b>	<b>Radically pursuing what God has next for me.</b>

### Essential Functions

- Create and implement security standards, policies, and procedures and constantly making suggestions for improvements.
- Respond to medical emergencies, bomb threats, fire alarms, intrusion alarms, and other emergencies, following emergency response procedures.
- Train subordinate security professionals or other organization members in safety and security rules and procedures.
- Conduct threat or vulnerability analyses to determine probable frequency, criticality, consequence, or severity of natural or man-made disasters or criminal activity on the organization's profitability or delivery of products or services.
- Supervise and provide leadership to subordinate security professionals, performing activities such as leading the hiring process, training, assigning work, and evaluating performance.
- Monitor safety and security policies, programs and procedures to ensure compliance with internal safety and security policies, licensing requirements, or applicable government security requirements, policies, and directives.
- Develop and manage investigation programs, including collection and preservation of video and notes of surveillance processes or investigative interviews.
- Develop, arrange for, perform, and assess executive protection activities to reduce security risks.

- Prepare reports and make presentations on internal investigations, losses, or violations of regulations, policies and procedures.
- Attend meetings, professional seminars, and conferences to keep abreast of changes in executive legislative directives or new technologies impacting security operations. Educate the leadership team on those new changes.
- Acts as the church liaison with law enforcement in the event of trespassing, criminal activity, or other events that occur on church property.
- Provide leadership to Sunday Service Security Volunteer - oversight, training, recruiting.
- Review any risk or safety concerns (i.e. Slips, Trips and Fall Protection).
- Administers safety and security policies as approved by Concord Church.
- Attends and successfully completes all training as required by Concord Church.
- Performs other duties as assigned.

### **Skills Needed**

- *Critical Thinking* – using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- *Management of Personnel Resources* – motivating, developing, and directing people as they work, identifying the best people for the job.
- *Judgment and Decision Making* – considering the relative costs and benefits of potential actions to choose the most appropriate one.
- *Time Management* – managing one’s own time and the time of the team.
- *Business/Report Writing* – communicating effectively in writing as appropriate for the needs of the audience.

### **Supervisory Responsibilities**

This position supervises the Safety & Security staff and Safety & Security Volunteer Teams.

### **Qualifications**

- Require an Associate Degree in related field with a minimum of 10 years of experience or an Undergraduate Degree in Related Field with 7 years
- Require a minimum of 3 years of Security and Safety management experience
- Requires an in-depth knowledge of the Texas PSB Compliance and Regulations
- Required to maintain Level 3 Texas PSB certification/designation
- Preferred – Level 4 Commission Licenses
- Preferred – Experience supervising a team of more than 5 employees
- Preferred – ASIS International Certification in Protective Professional (CPP) or Physical Security Professional (PSP) is desired (or equivalent certification)

## **Physical Requirements**

- An employee in this position primarily works in a typical office environment, and uses computers, calculators, telephones, printers, and other office equipment to fulfill the position duties.
- An employee in this position is required to walk, hear, speak, and stand to inspect the property and interact with customers, church members, law enforcement officials, and volunteers.
- Work is conducted in a fast-paced, rapidly changing environment.
- The ability to manage stress, build professional and collaborative relationships, and reason through complex church business situations is required.
- A flexible schedule is required since this position requires evening and weekend work.

## **Travel Requirements**

This position is required to attend meetings with community groups and law enforcement away from the primary church location. A valid Texas driver's license and acceptable motor vehicle report is required.

## **Concord Church Membership**

This position is required to be a member of Concord Church. Employees in this position are expected to sincerely hold the same religious beliefs as expressed by Concord Church.