

DEPUTY DIRECTOR OF SECURITY (TRS)

Duties and Responsibilities

This is a management class of positions. Incumbent performs related work.

Under general direction, with wide latitude for the exercise of independent judgment and initiative, creates, plans, and implements all security and facility management policies and programs. Administers and supervises security quality assurance initiatives and programs.

Examples of Typical Tasks

Act as principal adviser to the agency's executive management team on all security matters. Develop and implement new security and emergency response systems and methods as required.

Is responsible to provide prompt, efficient and customer-oriented services to Teachers Retirement System (TRS) members, employees, and stakeholders on a wide range of inquiries, concerns, and complaints related to TRS' physical security, facilities, operational needs and quality of services.

Works directly with the NYC Police Department in developing and implementing procedures concerning deputization, processing of arrests, warrants and other related matters. Conducts all security investigations and coordinate with external law enforcement, emergency services, building security, and government agency professionals on an as needed basis.

Manage the mail/stock room staff and operations responsible for the protection of the agency's facility and inventories. Train a team of professionals including facilities staff, security guards and consultants. Evaluate the effectiveness of these individuals in carrying out physical security objectives.

DEPUTY DIRECTOR OF SECURITY (TRS) (continued)

Examples of Typical Tasks (continued)

Liaison between agency and building for all facility and security matters. Ensure vendor insurance, security access, and loading dock requirements are updated and maintained.

Responsible, should the agency require the services of private security agencies, for all aspects of contract solicitation. Coordinate vendor inspections and utilize approved New York City procurement strategies, including but not limited to bids, requests for proposals and sole resource contracts.

Ensure that vendor insurance, security access and loading dock requests are updated and maintained.

Oversee the preparation of the Security-Facility department budget and prepares appropriate reports for executive management.

Oversee the scheduling of staff to ensure adequate security coverage of the facility and is responsible for the 24/7 oversight management of all security and operations.

Maintain all security and facility related equipment/supplies to ensure they are stored appropriately.

TEACHERS' RETIREMENT SYSTEM [041]

DEPUTY DIRECTOR OF SECURITY (TRS) (continued)

Examples of Typical Tasks (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory full-time experience in the creation, maintenance, and enhancement of a comprehensive physical security program for complex operational areas of a large governmental agency, at least eighteen months of which must have been in an administrative, managerial, or executive capacity or supervising personnel performing duties in one or more of the fields described above; or
2. A high school diploma or its educational equivalent and six years of full-time experience as described in "1" above, at least eighteen months of which must have been in an administrative, managerial, executive, or supervisory capacity as described in "1" above; or

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.