

DEPUTY DIRECTOR OF SECURITY (TRS)

Duties and Responsibilities

Responsible for the overall management of the Agency's security with wide latitude for independent judgment, creates, plans, and implements all security policies, strategic plans and programs.

Examples of Typical Tasks

Works directly with the NYC Police Department in developing and implementing procedures regarding processing of arrests, warrants and other related matters.

Conducts all security investigations and coordinates with external law enforcement and emergency service personnel.

Represents TRS at tenant meetings, acts as liaison between TRS and building for all security and quality related matters.

Coordinates with building to ensure that security access is updated and maintained.

Oversees the preparation of the security division's budget; monitors analysis and prepares appropriate reports for executive management.

Manages and trains a team of professionals including security guards and consultants; evaluates their effectiveness in carrying out physical security objectives.

Maintains all security related equipment/supplies and ensures they are stored appropriately.

Assesses emergency evacuation plan and suggests necessary adjustments to plan; updates the plan and communicates changes.

Acts as fire safety coordinator and provides annual Fire Safety and emergency procedure training.

Assesses floors by conducting regular "walk arounds" for safety violations, addresses identified matters within required time frames.

DEPUTY DIRECTOR OF SECURITY (TRS) (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.

Direct Lines of Promotion

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