

DIRECTOR OF SECURITY, SAFETY & EMERGENCY PREPAREDNESS

Job Description Summary

The Nelda C. & H.J. Lutchter Stark Foundation is seeking a professional Director of Security, Safety & Emergency Preparedness in Orange, Texas. The position is full-time and work-week is Monday through Friday, with some work on weekends and evenings and on call duty. The Director of Security, Safety & Emergency Preparedness reports to the Chief Executive Officer.

The incumbent of this position is responsible for developing, implementing and leading security, safety and emergency preparedness functions throughout the Stark Foundation properties. Accountable for emergency action plans, fire and life safety systems, security and loss prevention. Conducts inspections, audits and evaluations of systems, processes and procedures to drive compliance with regulations, laws and Foundation policies. Deter and prevent illegal activities, enforce rules and regulations, and responds to emergency situations, as required.

Qualifications

Education

- Associate or Bachelor's degree preferred
- Minimum of 5 years management/leadership experience in a Security, Safety/Emergency Management environment
- The following additional education is desired: *Texas Commission on Law Enforcement approved training at the Intermediate Peace Officer Certification level or higher; equivalent training through another state; or equivalent Military training* such that the candidate qualifies to attain Manager License with TX Department of Public Safety for Private Security Program

Experience:

Must have strong leadership experience, with at least 5 years of progressively senior supervisory responsibility. Incumbent will have demonstrated related supervisory, security, safety and incident command experience in a public environment.

Licensing/Certification Requirements:

The following must be attained within 6 months of employment and maintained throughout employment:

- Level 2 Texas Non-Commissioned Security Officer as licensed by Texas Department of Public Safety Private Security Bureau;
- Level 3 Texas Commissioned Security Officer as licensed by Texas Department of Public Safety Private Security Bureau;
- Texas Commission of Private Security Commissioned Security Manager License
- Firearms qualification as listed in the Texas Administrative Code;
- A current driver's license and good driving record; and
- First Aid, CPR and AED Defibrillator certification.

In addition to the foregoing certifications, employee must complete mandatory continuing education hours and firearms proficiency training, and participate in regular training provided by the Stark Foundation.

Interpersonal Skills:

Requires contact with individuals and teams (face to face interaction, radio and telephone) to interview, train employees, direct work, appraise performance, reward and discipline employees, address complaints and resolve problems; requires skills to instruct, negotiate and bring others together and try to reconcile differences; be aware of others reactions and understand why they react as they do; ability to persuade others to change minds or behavior.

Requires an individual with strong communication skills in order to effectively provide team briefings, conduct meetings, write reports and exchange information with all levels of the organization and federal, state and local officials and agencies.

Individual must have strong interpersonal skills to facilitate team building, training of employees and ensuring standards are met.

Requires working with members of the public. May require dealing with dissatisfied, unpleasant or discourteous people, including conflict resolution. Requires ability to display tact and discretion, consistent demonstration of good judgment, and an ability to listen and learn. Individual must have in-depth knowledge of property equipment and hazards and strong knowledge of applicable federal, state and local regulations.

Physical Ability Testing:

Employee must have and maintain physical fitness and ability to perform the essential job duties and be able to respond to emergency situations at all times. Initial physical fitness qualification and ability will be assessed as part of a comprehensive fitness for duty screening administered by independent consultant as part of pre-employment considerations; physical fitness maintenance and continued qualification will be assessed as part of the same screening administered bi-annually at a minimum and more frequently as may be determined by management.

Salary & Benefits

Competitive salary commensurate with experience along with group medical, dental, and life insurance; retirement plan; 403(b); paid vacation, sick leave and holidays.

Submit a cover letter that includes salary requirements, resume, and a list of three professional references to Sarah Wester at swester@starkfoundation.org. Put Director of Security, Safety & Emergency Preparedness in the subject line.