



Job Title	Airport Security Specialist	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	4	Job Code	15080

Class Specification – Airport Security Specialist

Summary Statement:	
<p>This position is responsible for ensuring all compliance with TSA regulations pertaining to airport security. Supervise badging staff in providing effective customer service and security for the airport. Maintain and supervise all of the badging operations and recordkeeping as well as Transportation Security Administration Directives. Process all fingerprint records and review background investigations. Write and/or update Airport Security Program and ensures compliance with the federal regulations. Ensure standards and compliances are met to maintain various security department accreditations and programs. Process sensitive security information in coordination with TSA and disseminates said information to air carriers and airport staff. Conduct Security Training for all airport personnel. Process and review criminal history background checks and maintains appropriate sensitive or restricted records. Establish and maintain a close liaison with airport management, airline managers, TSA security and inspector personnel, tenant personnel, and various divisions of the Police department. May be the alternate Airport Security Coordinator.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
65%	Supervise and administer airport I.D. media and regulatory key sets. This task will require the use of specialized equipment, finger printing, and the review of individuals ten year criminal history background. Adherence to regulations and procedures is mandatory to this function. Maintain and organize confidential information.
15%	Work with the TSA Inspector to maintain and gather information for audits and inspections.
10%	Update and write Security amendments and Security Plan ensuring that we are meeting the current state of the Airport. Review existing and new Security Directives and updating the same.
10%	Work with and train airport employees and tenants regarding Security Directives, Security Plan, and Security procedures.



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Competencies Required:

Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of twelfth grade supplemented by specialized training in current security office support functions and procedures.

Experience: One year of full-time experience in aviation security, airport operations, or related field.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Airport Security Coordinator Certificate	Within one year of hire
Certifications required in accordance with standards established by departmental policy.	



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Supervision Exercised:

Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title has no fiscal/ budgetary responsibility.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.



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Specialized Computer Equipment and Software: Microsoft Office and specialized badging software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: January 2018