

ROUTT COUNTY

AIRPORT SECURITY COORDINATOR

Created: August 2021

Revised September 2021, June 2022

Family: Public Safety

Department: YVRA

Approved: County Manager

Pay Scale: Airport Security Coordinator

FLSA Status: Non-Exempt

Date: June 2022

SUMMARY:

Under direction, leads, coordinates and performs security duties per Transportation Security Administration (TSA) regulations for the Yampa Valley Regional Airport (YVRA); maintains a safe and secure airport environment by coordinating security matters with TSA, law enforcement, airlines, airport tenants, airport staff and emergency responders; monitors and seeks resolution of operational concerns, unusual situations, and emergencies in the terminal, apron or other airport facilities; maintains airport security programs, security directives and airport tenant activities for compliance with TSA as well as local and state regulations; manages day-to-day security operations and security badging requirements; completes forms and prepares routine correspondence, reports and other documents; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

An incumbent in this class leads, coordinates, and performs airport security duties to assist in ensuring YVRA compliance with applicable laws, regulations, policies, and standards. The incumbent interacts with airline staff, airport tenants, airport staff and the general public. An incumbent at this level receives occasional supervision while planning and/or determining specific procedures or equipment required to meet assigned objectives, solving non-routine problems, and working toward a definite objective that requires the use of a wide range of procedures. Only unusual matters are referred to a supervisor.

SUPERVISION EXERCISED:

An incumbent in this class serves as a supervisor over subordinate technical, clerical, and other support staff.

JOB DUTIES:

The duties listed below represent the various types of work that may be performed. The omission of specific duties does not prevent the assignment of work that is appropriately related to this class.

- Maintains the Airport Security Plan (ASP); reviews and documents airport security programs and directives and security activities of airport tenants and employees to ensure compliance with local, state and federal security regulations; ensures availability of documents for review by federal agencies.
- Serves as a supervisor by training, monitoring, coordinating, and reviewing the work of Assistant Airport Security Coordinator and Airport Security Guards; recommends, updates, and implements policies and procedures for areas of assignment; monitors and documents work unit activities.
- Leads and participates in the monitoring of airport visitors and passengers for potential security or safety issues; verifies visitor and vendor identifications; serves as the first line of defense in preventing a breach into the sterile area from the baggage claim area.
- Monitors all access points to secure areas in compliance; ensures the completion of mandatory badge inspections and prohibited items checks.

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- Ensures airport and terminal access control and maintains a sterile exit area in compliance with TSA regulations and YVRA policy; ensures completion of mandatory daily quota of random badge inspections and prohibited items checks.
- Validates customers' need for security clearance and authorizes access to Security Identification Display Areas (SIDA); conducts background verifications on SIDA badge applicants; issues and activates access badges to successful applicants; maintains the operational capability and security of the badging system.
- Initiates corrective action for failure to comply with Title 49 of the Code of Federal Regulations (CFR) Volume 9, Chapter XII, Part 1500, the airport security program, or other security directives. Reviews and monitors the results of access investigations required under 49 CFR Part 1500.
- Acts as a liaison with air carrier station managers and ground security coordinators regarding airport and air carrier security issues; represents airport management in coordinating airport emergency and disaster management plans with the TSA, law enforcement agencies, U.S. Customs, airlines and other tenants, and emergency relief organizations.
- Plans for, coordinates and facilitates the annual TSA inspection; designs and conducts security exercises to train and rehearse airport and airline personnel, tenants and emergency relief organizations in a wide variety of disaster contingencies; evaluates exercises and actual emergency response results to ensure a high level of security; communicates outcomes to participants and management; recommends changes to security procedures, policies and practices as appropriate.
- Maintains awareness of existing and new legislation impacting airport security and verifies YVRA compliance with federal, state, and local requirements; anticipates future legislation and develops plans to meet new security requirements; advises airport management on needed action.
- Develops and recommends emergency mobilization procedures; tests response by working with airport staff, law enforcement, and public and private safety and security resources; helps direct the mobilization of emergency responders in the event of emergencies or disasters.
- If the first on the scene of a terminal emergency, communicates the nature and location of the emergency with the arriving staff; may assist with activating fire alarms and medical response calls; may serve as the point of contact for law enforcement and security gate guards.
- Investigates unattended baggage found at the airport.
- Updates and maintains information in databases, spreadsheets, activity logs or other resources; locates and retrieves requested information from manual or computerized systems.
- Completes forms and prepares routine correspondence, reports, and other documents.
- Performs other related duties as assigned.

QUALIFICATIONS:

Education and Experience

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A Bachelor's degree from an accredited college or university in Security, Public Administration, Business Administration, Aviation Management or other related field and some relevant experience working in airport operations, airport security"

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Experience:

Three years of experience in airport operations, airport security, or administering provisions of 49 CFR Part 1500 at a commercial airport. Previous experience with security camera systems and door access control systems experience is highly desired. Experience in law enforcement, aviation management, Aircraft Rescue Firefighting (ARFF), information technology, or business administration is also desirable.

Licenses and Certificates:

- A valid license to drive a vehicle in Colorado and a safe driving record is required at the time of appointment and throughout employment.
- Must become a certified Airport Security Coordinator (ASC) through the completion of a TSA-approved class within three months of hire.

Other Requirements:

- Must be able to successfully complete a Federal Security Background Check to comply with TSA Security Identification Display Area (SIDA) badging requirements.
- Must complete Incident Command System (ICS) 100, 200, and 700 training within six months of appointment.
- Must complete Basic First Aid and CPR courses within three months of appointment.

Knowledge of:

- Advanced principles and practices of customer service.
- Advanced airport security operations and requirements.
- 49 CFR Part 1500.
- TSA organizational structure and responsibilities.
- SIDA and access control issues.
- Law enforcement support of security programs and the passenger screening system.
- Emergency preparedness and crisis command structures.
- Terrorism-related issues as they apply to airport security.
- Correct spelling, grammar, and punctuation.
- Basic mathematics including addition, subtraction, multiplication, division, fractions, and percentages.

Ability to:

- Provide and follow oral and written instructions accurately.
- Read and understand a variety of information, including technical information associated with assigned programs and services.
- Exercise independent judgment with limits of authority.
- Organize and prioritize assignments for self and others.
- Maintain confidentiality of information.
- Operate radio and phone equipment.
- Function effectively in dynamic and/or high-stress situations.

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- Interact sensitively and cooperatively with others, including difficult or unhappy customers.
- Prepare narrative and statistical documents using correct spelling, grammar, and punctuation.
- Perform routine mathematical calculations.
- Operate office equipment such as personal computers, copiers, scanners, fax machines, calculators and multi-line phone systems, surveillance systems, badging, fingerprinting software.
- Effectively utilize standard business software, including word processing, spreadsheets, database, Internet, and email programs to track and maintain information.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted during work, including customers, co-workers, other county employees, and the general public.

Physical and Mental Standards

The physical and mental standards described here are representative of those that must typically be met by employees to perform the essential functions of this class successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently walk and stand.
- Occasionally use finger dexterity and operate a keyboard.
- Frequently lift 10 pounds and occasionally lift 25 pounds.
- Regularly use vision to read documents, view computer screens, and see close and distant objects.
- Frequently use speech and hearing to engage in conversation, in person, and over the telephone.

TYPICAL WORKING CONDITIONS:

- Job duties occur in both indoor and outdoor environments and may include exposure to varied weather conditions including severe cold temperatures, wind, heavy snow, ice, and rainfall.
- Job duties may require potential exposure to high noise levels.
- Job duties may occasionally require working extended hours or hours outside of the regular schedule.

*Adopted: 00-00-00

*Revised: 00-00-00