



MEMORANDUM

TO: Jay Harrington, County Manager

FROM: Kathy Nelson, Human Resources Director

DATE: June 28, 2022

RE: Request to Approve a New Assistant Airport Security Coordinator (AASC) Position and Pay Scale

Airport Director, Kevin Booth, is requesting approval of the AASC job description and pay scale. This position will report to the Airport Security Coordinator position and assist with the maintenance of airport security programs, security directives, and airport tenant activities for compliance with TSA as well as local and state regulations.

Education, license, and experience requirements include:

- Possession of a high school diploma or equivalent.
- 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.
- A valid license to drive a vehicle in Colorado and a safe driving record are 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.
- 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.

Mr. Booth has researched similar airport security roles and is requesting that the AASC pay scale is benchmarked against the current YVRA Operations Safety and Security (OSS) Firefighter role. I recommend approval of the job description and pay scale and request approval to place this request on the Commissioner's agenda for their consideration for approval

County Manager Comments: Approved by Jay Harrington 6-28-2022
