

SARASOTA MANATEE AIRPORT AUTHORITY JOB OPPORTUNITY ANNOUNCEMENT



OPERATIONS SECURITY COORDINATOR OPERATIONS Full Time, Non-Exempt

Starting Salary Range: \$34,547 - \$39,729
Salary Grade Range: \$34,547 - \$51,821

Posting Date: 3-5-18
Closing Date: Open Until Filled

Under general supervision of the Operations Supervisor, coordinates operational policies with respect to badging and fingerprinting. Schedules and proctor's security class training to individuals requiring unescorted access to restricted areas of the airport. Performs a variety of responsible, complex and security sensitive administrative duties.

MINIMUM QUALIFICATIONS: Two-year college degree, Proficiency in Excel at an intermediate level and must be able to obtain an Airport Security Coordinator certification within two (2) months.

PREFERRED QUALIFICATIONS: Two years' aviation experience; ID badging and fingerprinting experience at an air carrier airport; One year experience working at an Air Carrier Airport; Proficiency with Crystal Reports, preferred.

TO APPLY FOR THIS POSITION, PLEASE FOLLOW THE INSTRUCTIONS LISTED BELOW.

1. Applicants desiring to be considered for this position should apply directly with the Sarasota-Manatee Airport Authority by visiting our website @www.srq-airport.com; or, calling 941-359-2770 ext 4212 or ext 4231.

Return your completed SMAA application to the address shown on the signature page of the application form; OR fax it to 941-359-5024; OR email it to application@srq-airport.com. Only Sarasota Manatee Airport Authority (SMAA) application forms will be accepted.
2. Minimum qualifications must be met by the closing date in order to be considered eligible for the position. Resumes may be submitted as supplements, but cannot be accepted in lieu of an application. Applications and resumes are subject to disclosure under the Florida Sunshine Law.
3. Veterans' Preference documentation, reference names, etc. must be submitted at the time of application. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required for the applicant who is hired.
4. The Sarasota Manatee Airport Authority participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
5. Your application will not be considered unless complete answers are provided to all questions on the application.
6. The Airport Authority's Drug-Free Workplace Program requires that applicants take and pass a drug/nicotine test prior to being hired.



**SARASOTA MANATEE AIRPORT AUTHORITY
JOB CLASS SPECIFICATION**

Job Code: 6011
Date Approved: 12/17
Grade: 25

JOB TITLE: Operations Security Coordinator

REPORTS TO: Operations Supervisor

DEPARTMENT: Airport Operations

FLSA STATUS: Non-Exempt

JOB SUMMARY

Under general supervision coordinates operational policies with respect to badging and fingerprinting.

JOB RESPONSIBILITIES

Essential Job Responsibilities:

Provides Airport operation services including, but not limited to, fingerprinting and badging of appropriate individuals needing access to various areas of the Airport.

Acquires fingerprints and personal information required to complete an FBI Criminal History Records Check and Security Threat Assessments (STA).

Accesses security sensitive websites to obtain fingerprint and STA results, informational updates, and bulletins. Implements necessary actions to meet new changes and requirements in procedures.

Interacts with appropriate local and federal authorities to ensure timely and accurate responses and to determine status of missing results.

Communicates and coordinates fingerprint results information with employees, employers and other airports.

Reads, understands, interprets, and implements new security directives and federal regulations when issued by the Transportation Security Administration.

Schedules and proctor's security class training to individuals requiring unescorted access to restricted areas of the airport.

Generates spreadsheet reports for billing, data entry, and TSA accountability.

Enters information efficiently and accurately to create new and renewal badges.

Audits badge and fingerprint records to ensure compliance with Federal regulations and Authority policies.

Maintains department files and records, keeping them updated and current, in accordance with TSA and Authority procedures and department's needs.

Maintains select FAA Part 139 training records.

Coordinates with Accounting Department on billing for fingerprints and badges.

Answers telephone, provides specific and general information in response to inquiries. Refers callers to other personnel when necessary. Determines immediacy of response necessary and type of action to be taken.

Orders supplies and materials in accordance with standard purchasing procedures and maintains accurate inventory of materials.

Other Job Responsibilities:

With specific direction, may perform administrative support for various special projects.

Performs other related duties as required.

MATERIALS AND EQUIPMENT USED

Computer, Fingerprint capturing System, I.D. Badging System, Calculator, Copier, Office Machines, Access Control System.

QUALIFICATIONS REQUIRED

Where "preferred" is indicated, the qualification is not essential.

Education and Experience:

A minimum of a two-year college degree.

Two years aviation experience. **preferred**

ID badging and fingerprinting experience at an air carrier airport, **preferred**

One year experience working at an Air Carrier Airport, **preferred.**

Proficiency with Crystal Reports, **preferred.**

Microsoft Excel databases at an intermediate level as demonstrated by test results.

Licenses and Certifications: Must be able to obtain an Airport Security Coordinator certification within two (2) months

Knowledge, Skills, and Abilities:

Knowledge of regulatory requirements governing airport security.

Knowledge of Federal rules and regulations as they pertain to the job function.

Knowledge of airport policies and procedures.

Ability to communicate effectively both orally and in writing.

Ability to use initiative, think independently and exercise sound judgment.

Ability to organize and prioritize tasks and maintain schedules and deadlines.

Ability to maintain records and prepare reports.

Ability to teach classes on security procedures and requirement.

Knowledge of office terminology, procedures, equipment, business arithmetic, English, spelling, and vocabulary.

Ability to learn other computer systems and software.

Ability to maintain a high level of confidentiality.

Ability to respond to inquiries courteously using good judgment.

Ability to learn the Authority administrative practices and procedures.

Ability to perform more than one task simultaneously with interruptions.

Ability to perform administrative and office tasks independently.

Ability to establish and maintain effective working relationships with superiors, commissioners, employees, managers, and the general public.

Physical Requirements:

The Operations Security Coordinator must be diligent in adhering to all work-related safety rules, procedures and regulations and take the precautions necessary to comply with the Airport Authority safety policy.

Mental Requirements:

As an Operations Security Coordinator, the employee must have the mental capacity to provide support to the department; must maintain confidentiality of information and the ability to be able to correspond and verbally interact with employees, tenants and others to build relationships, and maintain effective working relationships with superiors, fellow employees, outside agencies and the public.

Environmental Requirements:

The Operations Security Coordinator generally works in an office environment.

Summary Clause:

The duties and responsibilities listed in this job class specification are intended only as illustrations of the various duties to be performed, and are not all inclusive. The omission of other specific duties does not exclude them from being performed by the Operations Security Coordinator if the duties are similar, related, or a logical assignment to the position. This job class specification does not constitute an employment contract between SMAA and the Operations Security Coordinator and is subject to change at the discretion of the Airport Authority. **ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**



Physical/Mental Requirements

Job Title: Operations Security Coordinator

Job Code: 6011

Date: 12/17

Physical/Mental	Percentage of Time			
	Continuous 67-100%	Frequently 34-66%	Occasionally 1-33%	Infrequent - less than once a day
Standing			X	
Sitting	X			
Walking			X	
Lifting				X
1-10 lbs.				X
11-20 lbs.				X
21-35 lbs.				X
36-50 lbs.				X
over 50 lbs.				X
Carrying				X
Reaching			X	
Climbing				X
Driving				X
Written Communication	X			
Oral Communication	X			
Reading	X			
Hand Dexterity	X			
Reasoning		X		
Decision Making		X		
Analyzing		X		
Sensory	X			
Sight	X			

The mental and physical aspects shown with an "x" relate to this specific position, and have been identified for ADA compliance purposes only. This information shall not be used to determine salary grades, nor shall it be used to make comparisons with other positions.



SARASOTA MANATEE AIRPORT AUTHORITY

SUMMARY OF BENEFITS Full Time Employees

Employer Paid Benefits:	Waiting Period
Employee & Dependent Medical Insurance SMAA offers two Blue Cross/Blue Shield medical plans - A Low Option PPO Plan and an HSA/HDHP. 100% of employee premium is paid by SMAA and the employee contributes toward the chosen dependent coverage.	The first day of the month following your 30 day waiting period
Employee & Dependent Dental Insurance SMAA pays 100% of employee and dependent coverage under Florida Combined Life Insurance Company, a subsidiary of Blue Cross/Blue Shield.	The first day of the month following your 30 day waiting period
Employee & Dependent Life Insurance (100% paid by SMAA – employee is insured for 2x annual salary up to \$100,000; spouse is insured for \$5,000; dependent is insured for \$2,500)	The first day of the month following your 30 day waiting period
Travel Insurance	Immediate
Employee Assistance Program	Immediate
Short-Term Disability (100% paid by SMAA)	1 year
Sick-Time	90 days
Vacation Leave	6 months
Retirement Plan (A 401 plan administered by the Principal Financial Group)	6 months
Reimbursement for Continuing Education	6 months
Floating Holidays	6 months
National Holidays	Immediate
Special Discount Programs (Varies)	Immediate
Voluntary/Optional Benefits:	Waiting Period
Pre-Paid Legal Plan (Voluntary – payroll deduction)	Immediate
Deferred Compensation Plan (Voluntary – payroll deduction)	90 days
Group Term Life, Supplemental Medical, and Long Term Disability Insurance (Voluntary – payroll deduction)	The first day of the month following your 30 day waiting period