

SARASOTA MANATEE AIRPORT AUTHORITY

JOB OPPORTUNITY ANNOUNCEMENT



OPERATIONS SECURITY COORDINATOR OPERATIONS

Salary: \$38,088 - \$57,133
Full Time, Non-Exempt

Posting Date: 6/23/23
Closing Date: Open until filled.

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

MINIMUM QUALIFICATIONS:

Associate degree in aviation security, criminal justice, or business administration. Two years aviation experience or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the job duties.

PREFERRED QUALIFICATIONS:

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**.

LICENSES & CERTIFICATIONS: Must be able to obtain an Airport Security Coordinator certification within three (3) months.

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.flysrq.com; or, calling 941-359-2770 ext. 4766.

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@flysrq.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.
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: 04/23

Grade: 27

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.

Education and Experience:

Associate degree in aviation security, criminal justice, or business administration.

Two years aviation experience or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the job duties.

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.

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:

Associate degree in aviation security, criminal justice, or business administration

Two years aviation experience

Or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the job duties.

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 three (3) 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.**

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Physical/Mental Requirements

Job Title: Operations Security Coordinator

Job Code: 6011

Date: 04/20

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. 6011two

