



CITY OF SAN ANTONIO
invites applications for the position of:

Airport Security Compliance Analyst

SALARY: \$18.84 - \$28.26 Hourly
\$39,189.02 - \$58,783.92 Annually

OPENING DATE: 01/31/18

CLOSING DATE: 02/15/18 11:59 PM

Grant Funded: No

Work Hours: Rotating shifts to include weekdays, weekend, and holidays. Possible overnight shifts.

JOB SUMMARY:

Under general supervision, provides support to the San Antonio International Airport - Airport Security Division by ensuring that the airport remains in compliance with all security requirements regulated by the Transportation Security Administration (TSA), all Security Directives, the Airport Security Program, and Airport Rules and Regulations. Provides guidance to airport tenants and users throughout the airport regarding security issues. Conducts security inspections of airport property to assess compliance of minimum standards pursuant to local, state, and federal regulations. Assists in enforcing the Airport Security Program and policies, security violation program, and generates reports. Exercises no supervision.

ESSENTIAL JOB FUNCTIONS:

- Performs regular security inspections of tenant facilities, terminals, and airport grounds to ensure compliance with CFR 1542, Airport Security Program, Security Directives, and Airport Rules & Regulation. Files and maintains the monthly documentation of compliance inspections.
- Frequently reviews all security-related functions to ensure that all are effective and in compliance with 49 Code of Federal Regulations (CFR) 1542, Airport Security Program, Security Directives. Immediately initiates corrective actions for any instance of non-compliance with CFR 1542, Airport Security Program, and Security Directives.
- Conducts multiple comprehensive security assessments, audits, and security tests.
- Assists with processing security violations as outlined in the Airport Security Violation and Progressive Security Enforcement Fee Programs.
- Responds to requests for information from Transportation Security Administration (TSA), federal and local law enforcement agencies, and airport stakeholders.
- Maintains and updates the Airport Security Program, policies, or other security related documents.
- Assists with drafting responses to TSA letters of investigations.

Job Bulletin

- Coordinates and conducts security outreach training programs to keep airport employees/tenants current on security regulations and policies.
- Attends construction coordination meetings, and other airport sponsored/tenant meetings to discuss security topics/compliance
- Participate in security outreach programs for internal and external airport stakeholders.
- Performs related duties and fulfills responsibilities as required.

JOB REQUIREMENTS:

- Bachelor's Degree from an accredited college or university.
- Two (2) years of experience in aviation security coordination, including anti-terrorism procedures and protection of airport assets.
- Valid Class 'C' Texas Driver's License.
- Must be able to obtain an Airport Security Coordinator's certificate (from Safety & Security Instruction) within one (1) year of hire.
- Must pass the Transportation Security Administration (TSA) mandated background checks (Criminal History Records Check and Security Threat Assessment).
- Maintain federally mandated security clearance required to work at an airport.

PREFERRED QUALIFICATIONS:

- Prior Airport Compliance Experience Basic knowledge of 49 CFR, Part 1542.
- Airport Security/Operations, Military, or Law Enforcement experience.
- Knowledgeable with CFR 1520, 1540, 1542 and 1544 Regulations and Security Directives.

APPLICANT INFORMATION:

- If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.
- Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of the position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.
- Unless otherwise stated, applicants are permitted to substitute two years of related full-time experience for one year of higher education or one year of related higher education for two years of experience in order to meet the minimum requirements of the job. One year of full-time experience is defined as 30 or more hours worked per week for 12 months. One year of higher education is defined as 30 credit hours completed at an accredited college or university.
- Applicants selected for employment with the City of San Antonio in this position must receive satisfactory results from pre-employment drug testing and background checks. If required for the position, a physical, motor vehicle record evaluation, and additional background checks may be conducted.

PHYSICAL REQUIREMENTS:

- Physical requirements include frequent lifting/carrying up to 5 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions. Working conditions are primarily inside and outside with frequent exposure to loud noises and temperature extremes.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to prepare and facilitate presentations customized to meet the needs of a specific audience.
- Knowledge of principles of security compliance and best practices of conducting regular audits.
- Knowledge of Transportation Security Administration TSR 1520, 1540, 1542 and 1544.
- Knowledge of airport emergency operations, methods, procedures and practices.
- Skill in the proficient operation of personal computers and associated software.
- Skill in analyzing potential problems or deviations from security requirements and knowledge of appropriate corrective action.
- Skill in utilizing a two-way UHF and VHF radios.
- Ability to organize and maintain multiple projects simultaneously.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with airport tenants, governmental agencies and other Aviation Department employees.
- Ability to interpret and apply local, state, and federal policies, procedures, laws and regulations.
- Ability to recognize unacceptable airport security conditions and take appropriate action to ensure the security of the airport, air carriers and commercial operators.
- Ability to perform all the physical requirements of the position.
- Ability to develop work plans and schedules.
- Ability to prepare accurate, concise, and detailed reports.
- Ability to perform all the physical requirements of the position.

-
- Unless otherwise stated, applicants are permitted to substitute two years of related full-time experience for one year of higher education or one year of related higher education for two years of experience in order to meet the minimum requirements of the job. One year of full-time experience is defined as 30 or more hours worked per week for 12 months. One year of higher education is defined as 30 credit hours completed at an accredited college or university.
 - Applicants selected for employment with the City of San Antonio must receive satisfactory results from pre-employment drug testing, references, background checks, and credential verification, as required by the position. Depending on the position, selected applicants may be required to comply with any state and federal requirements for the position and may be subject to interval criminal background checks in accordance with relevant regulations.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sanantonio.gov/HR/CareerCenter.aspx>