



## **JOB TITLE: Security and Safety Director**

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**Reports To:** Church Administrator  
**Prepared by:** Human Resources

**FLSA Status:** Exempt  
**Date:** October 1, 2020

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### **JOB OVERVIEW**

The Security and Safety Director is responsible for providing secure program management to employees, consumers and properties of Alfred Street Baptist Church. In addition, the Security and Safety Director will effectively implement appropriate risk management strategies related to safety and security; to include managing, implementing, and overseeing all security operations in support of staff and church activities and to promote the security and integrity of Alfred Street Baptist Church operations, and resources.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Directly supervise the security monitoring staff and security guard force;
- Establish and enforce security policies and procedures;
- Develop, review and revise as needed security-related documents including but not limited to, incident reports, proposals, and tactical or strategic initiatives.
- Train subordinate security professionals or other organization members in security rules and procedures.
- Plan and implement security for special and high-risk events.
- Monitor and manage all surveillance and access systems.
- Order and inventory all security-related supplies and equipment as needed.
- Coordinate security operations or activities with public law enforcement, fire and other agencies.
- Maintain effective communication with all City and County law enforcement officials.
- Respond to medical emergencies, bomb threats, fire alarms, or intrusion alarms, following emergency response procedures.
- Prepare reports or make presentations on internal investigations, losses, or violations of regulations, policies and procedures.
- Communicate security status, updates, and actual or potential problems, using established protocols.

- Provide direction for acquisition, installation and use of physical security technologies including but not limited to: key card access systems, alarm systems, video surveillance systems, security services, IT and data security systems and other related systems;
- Ensure compliance with applicable building and safety codes, hazardous waste disposal, OSHA, hazardous materials, etc.
- Provide leadership and direction in all areas of security, loss control, security best practices and security programs including strategic planning.
- Collaborate with ASBC's security service team to schedule executive security coverage for all special events.
- Develop an on-going program to ensure employee awareness and compliance to ASBC, Safety, Environment, and Security policies.
- Construct and allocate budget resources to meet the program needs of the church.
- Performs other duties as assigned.

### **QUALIFICATIONS/EXPERIENCE/SKILLS**

- Bachelor's degree required or equivalent work experience.
- At least 5 – 7 years of progressively responsible experience in security and safety operations and information management.
- Experience in analyzing and resolving security problems.
- Experience in developing and implementing security policies and procedures for a multi-unit facility or campus environment is strongly preferred.

### **CORE COMPETENCIES**

#### **Individual Leadership**

- Displays self-confidence under complex and stressful conditions
- Coordinates the efforts of people with diverse skills to create a cohesive and functional unit

#### **Strategic Leadership**

- Demonstrates an awareness of organizational financial capabilities and limitations
- Works to continuously improve organizational capability and responsiveness to ASBC's safety and security needs

#### **Professionalism**

- Possess excellent skills in information collection and analysis procedures with a view to recognizing potential threats and dangers.
- An ability to exercise sound and strong management skills in times of crisis and emergencies.
- Planning and organizing
- Excellent planning and organizational skills including the development of policy and procedure supporting project operations.

- Finds a balance between protecting the ASBC community while simultaneously not offending members and visitors

### **Communication**

- Ability to provide instructions clearly and concisely both orally and in writing.
- A high sense of discretion and integrity when dealing with sensitive information.
- Demonstrates ability to address the ASBC community regarding security and safety activities and explain and promote the program and how it prevents and protects life and property
- Communicates frequently and effectively with the community, keeps them informed, and stays in tune with changing needs and priorities

### **Security and Safety Discipline Knowledge**

Demonstrates extensive knowledge of the principles, practices, procedures, and equipment used in modern security and emergency management services, and protection of life and property

### **Judgment and Decision Making**

- High degree of responsibility, initiative, alertness, physical fitness, emotional stability.
- The ability to prioritize a heavy workload and to delegate accordingly.
- Demonstrates sound judgment in security operation and information management skills.

### **Client Orientation**

- Professional attitude and the ability to build successful working relationships with contacts in and outside of ASBC.
- Demonstrate an integrated approach and attitude through normal work activities and a thorough understanding of our staff and members.

### **Technology Awareness**

- Must be computer literate, efficient and knowledgeable of security information systems.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to; use hands to handle, manipulate, feel, talk or hear. The employee is required to reach with hands and arms. The employee is regularly required to stand, walk, climb or balance, stoop, kneel, crouch, crawl and or smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate

**SALARY**

**Grade: 11**

**Benefits**

**Competitive benefit package.**

**Equal Opportunity:**

Alfred Street Baptist Church is an Equal Opportunity Employer and does not discriminate due to age, sex, religion, race, color, national origin, disability, marital status, veteran status, or any other factor prohibited by law. Qualified candidates of all backgrounds are encouraged to apply.

Open until November 27, 2020.

**How to apply:** Submit a cover letter and resume to Human Resources 325 South Patrick Street, Alexandria, Virginia 22314 or email [careers@alfredstreet.org](mailto:careers@alfredstreet.org)