

CITY OF LONG BEACH
MANAGEMENT OPPORTUNITY



MANAGER OF AIRPORT SECURITY
LONG BEACH AIRPORT

Join Our Team Today!





City of Long Beach

Long Beach is a full service City providing customary municipal services through departments such as police, fire, public works, development services, library and parks, recreation and marine. In addition to the traditional municipal services, the City also includes enterprise operations. The City owns and operates a leading deep water port, offshore and onshore oil production, a gas utility, a water utility, a commercial airport, a public health department, a convention and entertainment center, two historic ranchos, three marinas and five golf courses.

Long Beach was originally incorporated in 1888, and after a period of disincorporation, was reincorporated in 1897. Long Beach is governed as a charter City and operates under the council-manager form of government. The City Council currently includes a Mayor, elected at large, and nine council members, elected by districts for four year terms. The Council appoints the City Manager who manages the daily affairs of the City and oversees the administration of the 13 City Departments. The City has over 5,000 employees and a total budget of \$2 billion (\$374 million in the General Fund).

THE DEPARTMENT

The mission of the Long Beach Airport is to provide the highest level of customer service, improve the quality of life in the surrounding community, provide fair and reasonable operating costs to its business partners and run an efficient business model while maintaining the highest level of safety and security.

The Long Beach Airport is a busy, complex and diverse facility with over 300,000 annual aircraft operations. The Airport serves approximately three million passengers annually. Owned and operated by the City of Long Beach, Long Beach Airport was established in 1923 and is one of the oldest municipal airports in the U.S. Known as the “easy-in, easy-out” airport, Long Beach is a travel-friendly alternative to other Southern California airports, as it offers preferred flight schedules, carriers and overall accessibility. The Long Beach Airport has been named one of Condè Nast’s Ten Best for Business Travel and is continually recognized by the Department of Transportation as a top 5 airport with the lowest fares in the nation.

The Airport Department is led by the Airport Director. The Airport Director is appointed by the City Manager, and is responsible for overall Airport activities. The Director is supported by two Bureau Managers: Manager of Operations and Facilities and the Bureau Manager of Finance and Administration. The Airport Department employs approximately 100 staff, and has an annual operating budget of over \$28 million and an annual capital budget of \$3.5 million.

Additional information on the Department can be found on our website at www.lgb.org.

THE POSITION

Under the direction of the Bureau Manager of Airport Operations, the Manager of Airport Security is an at-will employee who oversees the coordination of safety and security for the Long Beach Airport. The Manager of Airport Security currently has a staff of 23 employees and serves as a liaison with all stakeholders in matters relating to security, safety, and operations including local law enforcement, and state/federal agencies.

The Manager of Airport Security oversees the safety and security of the public and traveling passengers at the Long Beach Airport. The position will be responsible for ensuring the Airport’s compliance with City ordinances, policies and directives; state/federal laws, and FAA/TSA rules/regulations.

Examples of Duties Include:

- Recommends changes in the operational procedures, routines, programs and associated written manuals or guidelines.
- Assists with the implementation of changes as necessary.
- Coordinates the security aspects of VIP or large public activities.
- Determines needs and assists with revisions to training and response techniques and security matters.
- Coordinates and assists in matters involving hazardous materials, EMT, fire protection, law enforcement, and aviation related ground operations within aircraft movement areas.
- Develops all additional security programs as may be directed by the Airport Director.

THE IDEAL CANDIDATE

The ideal candidate will embody the attributes of principled leadership: trusteeship, values, ethics, commitment, honesty, involvement, and vision. The Manager of Airport Security will be a senior level manager with a demonstrated ability to provide strong leadership in a changing government environment, with strong safety and security preparedness experience. The successful candidate will possess strong analytical and interpersonal skills, and serve as a valuable resource throughout the City's organization. A strong customer service orientation; a history of effective partnerships and problem solving; and the ability to fit well within an energetic and dedicated team are particularly important traits. This position requires a hands-on manager with strong interpersonal skills that can serve as a liaison for the Long Beach Airport with other agencies. Experience in organizations of similar complexity and structure with similar challenges is desirable.

Experience

Seven years of progressively responsible experience, including at least three years in a management capacity, managing security operations at a small or medium hub commercial service airport is highly desirable. A combination of education / experience can be substituted for the required experience on a year-for-year basis.

Education

A Bachelor's degree in Criminal Justice, Public Administration, Business Administration or closely related field is required. A Master's Degree is desirable.

Professional Attributes

The professional attributes that best describe the new Manager of Airport Security include the following:

- Ethical with a high level of integrity.
- Embraces ideas and contributions from others.
- Dedicated to quality service.
- Participative and inclusive management style.
- Direct communicator with superior interpersonal skills.
- Strong technical skills, with knowledge of the laws and regulations concerning TSA, FAA.
- Exercises good judgment.
- Self motivated.
- Effective negotiator.
- Creative, strategic thinker.
- Results oriented.

APPLY TODAY FOR THIS CHALLENGING AND EXCITING OPPORTUNITY
Manager of Airport Security

THE COMPENSATION AND BENEFITS

There is an established annual salary range for this position, for which the midpoint is \$110,000. Initial salary appointment will be made based on the candidate's experience and background.

Retirement – CalPERS 2.0% at 62 (for new CalPERS members), coordinated with Social Security. **Vacation** – 12 days after one year of service; maximum of 20 days after 19 ½ years of service. **Executive Leave** – Five days per year. **Holidays** – Nine designated holidays per year, plus four personal holidays. **Sick Leave** – 12 days per year. **Bereavement Leave** – Three days for death or critical illness of family member plus three days of accrued sick leave. **Health Insurance** – Two options are available for employee and dependents (one HMO and one PPO). **Dental Insurance** – Two plans available for employee and dependents. **Life Insurance** – City paid life insurance policy of \$20,000, plus executive insurance benefit equal to three times annual salary up to a maximum of \$500,000. **Disability Insurance** – City paid short and long term insurance. **Deferred Compensation** – Available through ICMA-RC Financial and Retirement Planning. **Auto Allowance** - up to \$425 per month.

THE APPLICATION AND RECRUITMENT SCHEDULE

The filing deadline for this recruitment is September 9, 2013. To be considered for this opportunity, applicants must submit a current resume and cover letter that reflect the scope and level of current/most recent positions and responsibilities, including salary history. Candidates must also complete a supplemental questionnaire. The supplemental questionnaire may be obtained at www.lgb.org or by contacting via email at PW-Personnel@longbeach.gov. Application packets must be received by 5:00 p.m. on September 9, 2013, at the following address:

Cynthia Stafford, Personnel Officer
Public Works Department
2929 East Willow Street
Long Beach, CA 90806

Following the final filing deadline, all applications and supplemental questionnaires will be evaluated to determine the most qualified applicants. The most qualified applicants may be preliminarily interviewed. Those individuals determined to be the best suited for the position will be interviewed by a selection panel. The final applicant will be subject to a thorough background and reference check. Candidates who clearly do not meet the minimum requirements of the position will not be considered.

This information is available in an alternative format by request to the Personnel Services Division at (562) 570-4686. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your resume or call (562) 570-4686.

THE LONG BEACH AIRPORT IS AN EQUAL OPPORTUNITY EMPLOYER.
WE VALUE AND ENCOURAGE DIVERSITY IN OUR WORKFORCE.

Supplemental Questions – MANAGER OF AIRPORT SECURITY

Please provide no more than two pages per question.

1. Describe some important decisions or recommendations you make in your current position and the resulting impact to your organization.
2. What do you believe are the top three challenges in the field of Airport Security and Safety? As the Chief of Security, what steps would you take or methods would you utilize to meet these challenges?
3. Please give an example of how you have implemented change within an organization? What steps did you take and what challenges did you have to overcome?