

Assistant Safety and Security Manager

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the supervision of the Security Manager, the Assistant Safety and Security Manager is responsible for the day-to-day direction, supervision and coordination of all assigned safety and security activities and personnel, as well as providing technical advice and training in support of the Office of Safety and Security and the HCPSS Strategic Call to Action: The learning and working environments for all students and staff is clean, safe, and healthy.

ESSENTIAL POSITION RESPONSIBILITIES

- Manages and oversees a staff of up to 15 security assistants.
- Supervises the security attendants assigned to each HCPSS school.
- Serves as a primary point of contact for safety and security for 78 HCPSS schools.
- Provides technical support in the areas of security risk assessments, scenario planning, security plan development, crisis/contingency planning, and other security-related functions.
- Develops, updates, and ensures implementation of security plans, operational continuity plans and crisis management plans, policies, and procedures in accordance with best practices.
- Responds promptly and manages all emergency calls.
- Provides advice to management on matters relating to employee and property safety and security.
- Investigates all safety, security, and risk management related issues.
- Develops and facilitates security and safety training for team members.
- Conducts training needs assessment with key stakeholders resulting in increased safety, security, and risk management capacity.
- Prepares all reports and paperwork for each briefing and shift as needed.
- Analyzes work processes and provides recommendations for improvement.
- Takes corrective action to ensure professional performance by security personnel.
- Clearly communicates with officers, school administrators and managers, both orally and in writing.
- Performs field site visits.
- Provides coverage, as needed, including overnights, weekends, and holidays.
- Manages multiple high-priority tasks, including, but not limited to, preparing incident reports, and following escalation protocols.
- Effectively trains school staff in proper security awareness.
- Performs regular safety and security inspections and assessments.
- Performs OSHA and NFPA spot checks to ensure compliance.
- Records all call-offs, vacations, overtime, etc.

- Conducts all briefings.
- Prepares and communicates all shift assignments.
- Coordinates all training for team members.
- Reviews and approves all reports as needed.
- Verifies that radio equipment, recorder, CCTV room, etc. is operational and functional.
- Responds to and assists school administrators in various buildings as needed.
- Performs other duties as assigned.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

A combination of education and experience may be considered.

Applicants must meet the criteria in ONE of the rows below.	
High school diploma or GED equivalent	Fifteen (15) years of law enforcement and/or professional security experience and Five (5) years of supervisory experience. Experience in safety-related responsibilities, safety compliance, environmental health, or related field.
An Associate's degree	Ten (10) years of law enforcement and/or professional security experience and Five (5) years of supervisory experience. Experience in safety-related responsibilities, safety compliance, environmental health, or related field.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Criminal Justice, Homeland Security, or Security Administration
- Military or law enforcement background.
- Experience working with private security companies and/or contractors.
- Experience conducting training for small groups.
- One (1) year of security experience in an educational and/or governmental environment.
- Experience working in a PreK-12 environment.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

Dr. Michael J. Martirano, Superintendent

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Association of Supervisors and Administrators, Non-Certificated Supervisory (HCASA-NCS) employee bargaining unit. The starting salary range for this position is in the Assistant Manager Lane on the Non-Certificated Supervisors Salary Scale, \$99,120 - \$133,305. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCASA-NCS Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact: recruitmentinquiries@hcpss.org

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.