CITY OF LOS ANGELES DEARTMENT OF WATER AND POWER DIRECTOR OF SECURITY SERVICES

Annual Salary: \$97,676 to \$ 121,354

This is an Emergency Appointment position*

The City of Los Angeles Department of Water and Power (LADWP) has an Emergency Appointment opportunity for Director of Security Services.

DUTIES

Responsibilities of the position include, but are not limited to:

- Directs through subordinate supervisors, employees engaged in security and worksite protection (uniformed officer and contract personnel) in the LADWP Security Division operations; directs LADWP security staff to ensure proper deployment of security personnel on a 24-hour-per-day, 7-day-per-week basis.
- Advises LADWP management on security staffing requirements including number and deployment of security personnel and ongoing security related issues; addresses and advises on anti-terrorism, loss prevention, physical security, and other sensitive areas.
- Establishes and maintains liaison with outside security, law enforcement agencies and other governmental agencies; confers with law enforcement representative to effectively plan for large-scale problems and/or emergencies.
- Plans, develops and implements security policies, standard operating procedures and training programs for safeguarding LADWP facilities and associated structures; plans, evaluates and implements specific security and investigation programs.
- Develops in-service training curriculum for security personnel which addresses all aspects of security related duties.
- Directs the preparation of emergency plans including situational analysis, resource deployment and tactical action plans.
- Directs or personally performs civil and criminal investigations; files and signs criminal complaints and performs related duties.
- Directs or personally perform administrative/personnel investigations; adjudicates and makes recommendations on administrative/personnel investigations.
- Processes and resolves grievances.
- Directs the development of security procedures, training manuals, reporting accidents, injuries and damage to employees, customers and properties.
- Directs the development, analysis, evaluation, installation, monitoring and coordination of security and surveillance systems to protect LADWP personnel, facilities, materials, and equipment.
- Develops annual personnel and budget recommendations; recommends the purchase of security equipment; serves as the contract administrator or supervises contract administration duties.

REQUIREMENTS

Interested candidates must meet one of the following requirements:

- Four years of full-time paid experience in a position at least at the level of Principal Security Officer with the City of Los Angeles, which provides experience in directing security protection activities through subordinate supervisors, including reviewing or conducting investigations; or
- Four years of full-time paid experience as a watch commander or higher in supervising, through subordinate supervisors, patrol or felony investigation operations in a police of sheriff's department serving a population of at least 25,000 (2000 census), or as a supervisor of felony investigations in a state or Federal law enforcement agency.

Candidates may be evaluated for the following skills, knowledge, and abilities:

- Knowledge of the organization and policies of the LADWP and the City of Los Angeles.
- Knowledge of the provisions of civil and criminal law relating to LADWP operations, property and facilities.
- Knowledge of security and law enforcement principles as applicable to the LADWP.
- Knowledge of emergency planning, operations planning, incident command and tactical operations.
- Knowledge of interagency coordination.
- Ability to direct a large organization with complex law enforcement or security operations.
- Ability to work under pressure and be decisive in addressing situations.
- Ability to analyze security measures and policies and to make recommendations for improvements.
- Ability to testify in a clear, convincing and effective manner.
- Ability to prepare clear and comprehensive reports.
- Ability to work effectively with LAWDP management and employees, other City Departments, government agencies, other utilities, law enforcement, and the public under adverse circumstances.

WORK LOCATION

111 N. Hope St., Los Angeles, CA 90012

HOW TO APPLY

Resume should be submitted to Mr. Ronald Henderson, 111 N. Hope St., Los Angeles, CA 90012, Room 1520, (213) 367-4361; or by fax to (213) 367-0088; or by email to Ronald.Henderson@ladwp.com.

All resumes are due by November 20, 2013, at 12:00 pm.

*Prior to accepting an Emergency Appointment you should be aware of the following information:

An Emergency Appointment is not a regular appointment. It is a temporary appointment, which does not require that you successfully compete in the City of Los Angeles Civil Services Examination process. An Emergency Appointment may not exceed 365 days and must be terminated immediately when a regular appointment can be made from an eligible list.

For a regular appointment in the City of Los Angeles, applicants need to complete the Civil Service Examination process in one or more of the classifications. In order to qualify for an exam, applicants need to meet the minimum requirement of the established job bulletin and submit a City of Los Angeles application within the specified time frame. Upon taking the examination and achieving a passing score or higher, the City will place the applicants on an eligible list for a limited time in order of their ranking. Once the list is established, City departments with vacancies may be allowed access to the list in accordance with the Civil Service Rules Three Whole Score, to conduct interviews and make a selection. For an emergency appointment to become a regular one, applicants will not only need to pass the exam but score high enough to be <u>immediately</u> reachable for this selection process.