



Reno-Tahoe Airport Authority

Human Resources
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Airport Security Supervisor **Open/Competitive Recruitment** **Application Deadline: July 26, 2017**

The Reno-Tahoe Airport Authority (RTAA) is seeking a full-time, experienced person to join our team as an Airport Security Supervisor. The RTAA offers a positive, professional work environment that values teamwork, honesty, respect, recognition, integrity, innovation, versatility and excellence.

The Airport Security Supervisor reports to the Manager of Airport Security and serves as a key member of the Airport Security team. This position is responsible for providing first line supervision and direction to Airport Security Specialists in the performance of their daily duties as security compliance officers, traffic controllers, and ground security services in the airside and landside operations at Reno-Tahoe Airport Authority. In the absence of the Manager of Airport Security, the Airport Security Supervisor exercises full discretion and autonomy over airport ground security services and operations during both non-emergency and emergency situations.

The nature of the position requires the ability to communicate accurately and effectively; the ability to establish, maintain and foster effective working relationships; the ability to assess and prioritize emergency situations and respond appropriately to the changing situation and needs; and the ability to exercise sound judgement.

Background: While Reno has long been known as the gateway to the Lake Tahoe region, it is moving well beyond a tourism destination. Tech giants such as Tesla, Switch, Panasonic, Apple and Amazon have propelled the northern Nevada region in new and exciting directions. The region is experiencing an evolution that includes not only significant job growth, but also a revitalization of Reno's midtown district. New trends in dining, a thriving local craft beer scene, and an expansion of non-gaming entertainment are drawing increasing numbers of visitors and new residents to the region.

In 2016, RNO served approximately 1.87 million enplaned passengers, an increase of 6.4% over 2015. Enplaned passengers are forecasted to reach approximately 1.95 million in FY 17-18. Passengers are fairly affluent and reflect an approximate 50/50 mix of both business and leisure travelers equally distributed between the two concourses.

Examples of Duties:

- Implement and review all facets of the RTAA Airport Security Program to ensure compliance with standards and specifications mandated under Title 49 of the U.S. Code of Federal Regulations, Parts 1540, 1542 and 1544, as they pertain to the safety and security of a commercial service airport.
- Serve as a liaison between the RTAA and the TSA, local law enforcement agencies, airlines, airport tenants, and other stakeholders to keep all parties informed of security requirements, policies, procedures, program changes, and other operational considerations for the purpose of assisting in the smooth implementation of same and in order to establish and maintain efficient and effective working relationships.
- Serve as an Airport Security Coordinator to assume command and provide administrative direction to the Airport Security Specialist operations during non-emergency and emergency situations in the absence of the Manager of Airport Security.
- Supervise, plan, coordinate, and schedule the work of Airport Security Specialists.
- Screen, interview, and select new employees in accordance with established policies, procedures, guidelines, and the terms of the applicable collective bargaining agreements.
- Plan, coordinate and provide training for new security employee and on-going training for existing security personnel to ensure that all staff members are informed and properly prepared to carry out assigned functions.
- Compose, review and evaluate security standard operating procedures (SOPs) to provide guidelines and protocols for use by security staff in the performance of their jobs.
- Evaluate the performance of staff, providing regular feedback regarding quality and quantity of work performed; provide employees with the guidance and direction needed to correct deficiencies; and works with employees to help improve individual and operational productivity.
- Interact with airport tenants and the public; ensure the delivery of effective customer service; and work with passengers and tenants to promote problem and conflict resolution.
- Serve as a Trusted Agent in the RTAA Badging Office.

- Plan, develop, coordinate and directs annual security tabletop exercises as required by Title 49, CFR Part 1542.
- Monitor expenditures and participate in the development of the annual budget for the ground security services section, to include defining and quantifying annual goals and objectives.
- This position may be deemed to be essential personnel as part of the RTAA's Emergency Response Team, and may be required to respond to airport incidents as requested/required.

SALARY: \$58,310 - \$74,731 annually, with opportunity for additional merit-based increases. Initial salary placement will be based upon experience and qualifications. This is an at-will, salaried position.

BENEFITS: The RTAA offers a competitive wage and benefit package, which includes 100% employer paid contributions to a distinct, defined benefit retirement program (Nevada PERS). Nevada has no state income tax, and Reno has a comparatively low property tax rate.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree from an accredited college or university in aviation management, public administration, business administration, criminal justice, justice management, or a related field.

An equivalent combination of experience and training may be substituted on a year for year basis.

Experience: Three (3) years of increasingly responsible management experience in a security related field (preferably within an aviation environment), which includes at least two (2) years of lead and/or supervisory experience.

Licensing: A valid driver's license is required at the time of application. Certification as an Airport Security Coordinator and designation as a Trusted Agent in the RTAA Badging Office is required within one (1) year of appointment.

HOW TO APPLY:

A fully completed official online RTAA Employment Application **must** be received by **11:59 p.m., Wednesday, July 26, 2017**. Interested applicants should apply online at: www.renoairport.com.

The RTAA Employment Application is the primary screening tool to determine an applicant's qualifications. Please review before submitting to ensure that you have:

- Completed all sections on the RTAA Employment Application,
- Provided detailed information to address how you meet and/or exceed minimum qualifications for the position,
- Provided a minimum of five (5) years of employment history, and
- Explained any gaps in employment of six (6) months or more.

A resume may be submitted in addition to, but not in lieu of, completing the RTAA Employment Application. While you may submit a resume, it is supplemental and will not be used to determine whether or not you have met the minimum qualifications.

Questions about the application, recruitment, and/or selection process, the physical demands of the position, or requests for a reasonable accommodation, should be addressed to the RTAA Human Resources Office at (775) 328-6450 or hr@renoairport.com.

SELECTION PROCEDURE:

Review of Application: After submission, the application will be reviewed to determine if it is complete and if minimum qualifications are met. For those applicants found to meet minimum qualifications, the next step of the process will be an application evaluation. It is essential that applications include detailed information regarding education and experience to enable evaluation of the application.

Interview Process: Based on the application evaluation process, only the most qualified applicants will be considered for an interview. The interview process may include an initial panel interview, followed by subsequent assessment exercises and/or employment interviews with other RTAA personnel.

Pre-Employment Requirements: The RTAA requires each candidate to successfully complete employment history verification prior to being considered for employment. **All employment offers are subject to successful completion/passing of a drug-screening test, a fingerprint criminal history records check, and security badging test.**

The Reno-Tahoe Airport Authority values diversity and is an equal opportunity employer.

Women, minorities and individuals with disabilities are encouraged to apply.

The Reno-Tahoe Airport Authority maintains a drug-free workplace.