

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
POSITION DESCRIPTION**

POSITION TITLE: Airport Security Coordinator	DATE: 02/13/2025
DEPARTMENT/TITLE OF SUPERVISOR: Operations / Operations Manager	GRADE/LEVEL: 21 (Exempt)

Position Summary (Primary Function)

This position exists to manage the staff and programs to comply with Transportation Security Administration (TSA) and other federal, state, and authority regulations for the Asheville Regional Airport (AVL). Supervises and directs the work of Badging Specialists and oversees their professional development and goal achievement. This position manages the Airport Security Program, ensures compliance with TSR Part 1542, acts as the Primary Airport Security Coordinator, and serves as primary contact for the Federal Security Director and the lead Transportation Security Inspector. Serves as the back-up to the Airport Operations Manager in their absence. Under emergency situations, reacts quickly and calmly to protect persons, property, and ensures compliance. Requires effective skills to lead and motivate a diverse staff, exercises considerable independent judgement and initiative, and maintains effective working relationships with stakeholders and the public.

Responsibilities (Essential Duties)

1. Manages the staff and programs required to operate a Category I Commercial airport in compliance with the Transportation Security Administration (TSA) and other federal, state, and local regulations. Manages airport security operations, Airport Badging Office, and airport security compliance. Ensures all Airport Operations Standard Operating Procedures (SOPs) meet the requirements of FAR Part 139 and TSR Part 1542. Manages the Airport Security Program (ASP) and ensures its compliance with TSA regulations and security directives. Serves as the Airport Security Coordinator and primary point of contact for security-related activities and communications with TSA, DPS, Customs and Border Protection, Federal Air Marshal Service, Secret Service, FBI, and other law enforcement agencies. Maintains all records, reports, and logs, as required.
 2. Supervises and directs the work of Airport Badging Specialists. Oversees the professional development of staff to support their overall engagement, development, and goal achievement. Ensures all staff have proper training and tools to effectively and efficiently perform their duties. Mentors, motivates, and leads assigned employees in alignment with Greater Asheville Regional Airport Authority (GARAA) Vision, Mission, and Core Values. Participates in recruitment, hiring, on-boarding, training, coaching, counseling, disciplinary and termination processes of staff. Ensures compliance with all GARAA rules, regulations, policies and directives. Delivers employee performance reviews by established dates. Formulates comprehensive and concise instructions/procedures/directives in both oral and written form. Develops employees, creates work schedules, and assigns, tracks, and inspects work for quality, effectiveness, and cost. Creates and updates policies and procedures and make recommendations for improvements in security, safety, and efficiency. Oversee enforcement of airport rules and regulations that govern the security of the Airport.
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3. Assists in managing the work related to the FAA-approved self-inspection program for the airfield and ensures FAA certification requirements and deliverables. Performs inspections and duties in compliance with the Airport Certification Manual, Airport Emergency Plan, Wildlife Hazard Management Plan, Movement Area Drivers Training Program, and other working documents. Serves as a backup to the Airport Operations Manager in their absence.
 4. Manages the security standards for AVL Airport. Ensures all activities are in compliance with TSR Part 1542, identifies hazards and security issues, and implements mitigation strategies. Reviews all construction safety phasing plans, approves all construction security plans, and submits amendments to the TSA. Participates in any Safety Management System (SMS) and Safety Risk Management Workshops and perform SMS duties, as required.
 5. Conducts training assessments, identifies training needs and sources, develops training plans, and oversees training programs related to Part 1542 compliance for airport employees and tenants. Ensures department training and compliance with federal, state, and local regulations and Greater Asheville Regional Airport Authority ordinances and directives. Maintains all certifications, records, inspections, and audits.
 6. Responds to and participates in airport emergencies and irregular operations, establishes priorities, and makes timely decisions under stressful conditions to emergencies and incidents of various size, scope, and scale. Takes charge until relieved by a higher authority. Coordinates and assists the Airport Operations and Security Operations response efforts in emergency and irregular operations and incident recovery. Serves as Section Chief in the Airport Emergency Operations Center or Branch Manager for incident command. Ensures that response follows Airport Emergency Plan (AEP) and standard operating procedures and follows the National Incident Command Systems (NIMS) protocols. Reacts quickly, calmly, and exercises independent judgement and initiative to protect persons, property, and ensures compliance. Conducts and participates in required emergency response training and exercises related to airport operations, emergencies, and security.
 7. Collaborates and coordinates with airport tenants, stakeholders, and other Airport departments to ensure the continuity of the airport operations and federal compliance. Ensures work is in compliance with FAA Part 139 and TSA Part 1542; identify hazards and implement mitigation strategies. Maintain effective working relationships with internal and external stakeholders, tenants, and the public, ensuring exceptional customer service. Coordinates with airport tenants and stakeholders for impacts to operations. Supports and actively participates with internal and external work groups and other Airport departments to develop plans of action and response to various issues including but not limited to, security, dispatch, access control, construction, airport capacity and response, and rule
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enforcement. Assesses current and prospective security-related equipment, technology, and procedures to improve the Airport's overall security posture and implements the changes.

8. Assists with budget projections, develops cost estimates, and assists in preparing departmental budget. Prepares bid specifications, plans and purchases equipment, materials and tools necessary for the department. Leverages contract providers for support, orders, and bid specifications. Participates in short-and long-range planning airport security operations, facilities, and needs.
9. Assists in managing the primary service contract for Traffic Control and Security Services. Works with the contractor to develop budgets, determine resource allocation, performs audits, and ensures billing and contract payment approvals. Oversees any other tasks associated with the program to include RFP development, scope adjustment, and asset management.
10. Other duties, as assigned.

Education Requirements:

- Associate's degree in aviation management, business or operations; or
- Any combination of education and relevant work/industry/military/job specific experience that produces the required knowledge, skills, and abilities to successfully perform the essential job duties/responsibilities.

Experience Requirements:

- Minimum 3 years of related work experience required.
- Supervisory or management experience or any combination of education and experience that produces the required knowledge, skills, and abilities is required.
- Experience and/or training in TSR Part 1542, required.

Licenses/Certifications/Training Required:

- Airport Security Coordinator (ASC)
- NIMS/ICS Certifications, obtained within 6 months of employment
- USDA Wildlife Certificate, obtained within 6 months of employment
- Current and valid driver's license

Knowledge, Skills and Abilities:

- Comprehensive knowledge of TSR Part 1542, Security Directives, GARAA ordinances, rules and regulations and standard operating procedures. Knowledge of other applicable federal regulations including FAR Part 139 and NIMS/ICS.
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- Considerable knowledge of airport security requirements, airport operations, hazards, and safety precautions.
- Skills to communicate effectively orally and in writing.
- Skills to efficiently manage multiple priorities, tasks, and personnel for Communication Center operations.
- Skills to effectively lead and motivate a diverse staff.
- Skills to develop creative new programs and activities.
- Customer service and interpersonal skills.
- Effective organizational and computer skills.
- Ability to prepare and effectively maintain budgets and budgetary controls.
- Ability to actively pursue and develop new ideas, methods and procedures to meet changing situations.
- Ability to evaluate and make comprehensive recommendations to resolve operational/facility problems and/or malfunctions.
- Ability to establish and maintain effective working relationships with internal and external stakeholders, airport tenants, federal partners, co-workers and the public, and represent the airport in a positive and professional manner.
- Ability to respond calmly and effectively in emergencies, and effectively manage sensitive, stressful, and tense situations.
- Ability to demonstrate initiative, creativity and innovative thinking in a rapidly changing work environment.

Supervisory Responsibility:

- Works under the general supervision of the Operations Manager.
- Supervises Badging Specialists.
- Operates with individual latitude.
- Utilizes independent judgement in making decisions on a routine basis involving security operations for Asheville Regional Airport.
- Responsible for making decisions based upon sound judgement, knowledge of organizational policies and procedures with a high degree of accuracy.

Latitude/Independent Judgement/Accuracy:

- Position warrants considerable independence and initiative in decision making.
 - Position requires a high level of technical accuracy, as the level of impact resulting from errors could have a long-term negative effect, both economically and politically.
 - Inaccurate work could result in lost revenue and/or increased expenses to the Authority.
 - Diligence must be exercised when handling sensitive security information.
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Working Conditions:

- Requires frequent bending, twisting, stooping or turning. Occasional lifting up to 50 pounds is necessary.
- Must be able to drive to various locations on and off airport premises.
- Subject to inside and outside environmental conditions, including extreme hot and cold weather, noise, physical hazards, and narrow passageways.
- Work hours may vary as needed to meet operational requirements.
- This position requires on-call work.

General Information:

- This is an exempt position.
 - Primarily works M-F but supervises a 24/7/365 staffed operation. Hours may be changed for operational requirements. Work required at other times for supervision, training, special events, irregular operations, inclement weather, and emergencies. Subject to emergency call backs for work.
 - This position is deemed essential.
 - Primary job functions require in-person/on-site work.
 - This position is subject to call-back work and holiday work.
 - Must successfully pass and maintain an active Security Threat Assessment (STA) and Criminal History Records Check (CHRC). Certain convictions will disqualify individuals from unescorted access privileges and therefore exclude from employment.
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