

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

EXECUTIVE OFFICER, SYSTEM SECURITY AND LAW ENFORCEMENT

Pay Grade HAA

(\$156,832 - \$196,060 - \$235,227)

Basic Function

To provide executive direction to Metro's overall security and law enforcement contract compliance and strategic plan while supporting a community oriented policing philosophy.

Classification Characteristics

This classification is exempt/at-will and the incumbent serves at the pleasure of the hiring authority.

Supervised by: Deputy Chief Executive Officer

Supervises: DEO, Project Management

FLSA: Exempt

Work Environment

In order to achieve Metro's goals in support of its mission, potential candidates are required to commit and continuously practice and demonstrate the following work values:

- **Safety** – To ensure that our employees, passengers and the general public's safety is always our first consideration.
- **Service Excellence** – To provide safe, clean, reliable, on-time, courteous service for our clients and customers.
- **Workforce Development** – To make Metro a learning organization that attracts, develops, motivates and retains a world-class workforce.
- **Fiscal Responsibility** – To manage every taxpayer and customer-generated dollar as if it were coming from our own pocket.
- **Innovation and Technology** – To actively participate in identifying best practices for continuous improvement.
- **Sustainability** – To reduce, reuse and recycle all internal resources and reduce green-house gas emissions.
- **Integrity** – To rely on the professional ethics and honesty of every Metro employee.

- **Teamwork** – To actively blend our individual talents to achieve world-class performance and service.
- **Civil Rights** – To actively promote compliance with all civil rights statutes, regulations and policies.
- **Community** – To actively engage with the Community as it relates to Metro interest/services.

Examples of Duties

- Provides overall direction and management in the establishment and development of policies, goals, performance measures and strategies, for Los Angeles Metro Protective Service (LAMPS) Department while embracing a community oriented policing philosophy
- Manages transit operations using risk assessments to determine threats and guide an empowered workforce that is capable of utilizing a variety of tools (e.g., standard operating procedures, intuition, situation assessment skills, teammates, flexibility, cooperative problem solving and decision making) to mitigate threats
- Acts as key liaison between all contract law enforcement Departments and Metro
- Responds proactively to the needs of Metro and the community
- Oversees the security and law enforcement contracts and reports on contract performance and compliance
- Oversees and directs through the direction of the Deputy Chief Executive Officer the security and law enforcement management assigned to the Transit Policing Contract with Metro
- Oversees and approves security and law enforcement communications
- Encourages partnership with the community to assist in reducing crime; provides quality law enforcement services
- Partners and collaborates with community leaders to improve Metro's relationship with the community
- Oversees security and law enforcement audits and directs the implementation of corrective actions
- Participates in contract negotiations and represents security and law enforcement
- Ensures continuation of grant funding for critical security and law enforcement programs
- Directs preparation and administration of the Transit Security Department Budget
- Consults and advises management staff and the Board of Directors on transit security and law enforcement contract activities and issues
- Advocates Metro's safety vision; approves and adopts the agency's safety rules, policies, and procedures; communicates safety expectations; and maintains accountability for the safety performance of the entire agency
- Mentors, coaches, and develops subordinate staff

- Manages department including developing, monitoring and adhering to Metro's policies/procedures, budget and achieving units goals and objectives
- Works with the EO of Risk Management on strategies, regulatory compliance, and grant implementation for Emergency Management
- Engages and solicits feedback from all departments and contract service providers
- Contributes to ensuring that the EEO policies and programs of Metro are carried out

Essential Knowledge and Abilities

Knowledge of:

- Theories, principles, and practices of public procurement processes, law enforcement, community based policing and risk management
- Effective Project Management skills and techniques
- Methods and procedures for implementing sensitivity training throughout the department

Ability to:

- Communicate openly and honestly and maintain open lines of communication with all stakeholders while being receptive to feedback
- Establish and maintain effective working relationships with a variety of individuals
- Demonstrate honesty, integrity, and a strong appreciation for diversity while overseeing Metro's security and law enforcement contract compliance and strategic plan
- Motivate staff to partner with the community to build and improve relations between Metro and the public
- Ensure key organizational goals, priorities, values and other issues are considered in making program decisions
- Exercise leadership to implement and to ensure that Metro's mission and strategic vision are reflected in the management of its people
- Establish program/policy goals and the structure and processes necessary to implement Metro's mission and strategic vision
- Ensure that programs and policies are being implemented and adjusted as necessary, that the appropriate results are being achieved, and that a process for continually examining the quality of program activities is in place
- Acquire and administer financial, material, and information resources to accomplish Metro's mission, support program policy objectives, and promote strategic vision
- Explain, advocate, and negotiate with individuals and groups internally

and externally to develop an expansive professional network with other organizations and organizational units

- Communicate effectively orally and in writing
- Prepare comprehensive reports and correspondence
- Read, write, speak, and understand English

Minimum Qualifications

Potential candidates interested in the EXECUTIVE OFFICER, SYSTEM SECURITY AND LAW ENFORCEMENT position MUST meet the following requirements:

- Bachelor's degree - Business, Public Administration or other related field
- 10 years' law enforcement experience as a peace officer, 8 years of which must be at or above senior management-level, active within the last 3 years, with 4 years' law enforcement experience in a public transit environment
- Must satisfy the POST standards for peace officers
- Must have an advanced POST certificate
- Must have completed a POST- approved law enforcement management course

Special Conditions

Disclaimer

This job specification is not to be construed as an exhaustive list of duties, responsibilities, or requirements. Employees may be required to perform other related job duties.

