

JOB DESCRIPTION

Job Title: Security Manager

FLSA Status: Exempt

Salary Grade: 9

PURPOSE OF POSITION

The Security Manager will provide oversight for day-to-day management of the Security function with assistance from the law enforcement and security guard contractors.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from director or executive level management.
- Responsible for supervising and monitoring performance for a division or a department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Develop, interpret and maintain policies and procedures for security program and compliance.
- Interface and coordinate with member agencies, law enforcement and security contracted personnel on issues related to the safety and security of our employees, contractors and customers.
- Ensure compliance with the APTA and federal regulatory standards for a safe and secure commuter rail-road environment for the passengers, employees and the community by establishing the best appropriate and comprehensive security programs.
- Coordinate all emergency/crisis management assets providing a timely and coherent response to incidents as they arise.
- Develop programs and policies to bring SCRRRA into TSA and PUC security regulation compliance.
- Manage the Physical Security Systems through the Security Operations Center (SOC).
- Manage law enforcement contracts and security guard contracts on issues of security of person and property situations and layover facilities.
- Develop and administer budget; approve and monitor expenditures for security related functions.
- Partner and maintain communication with local law enforcement, contracted private security providers, customers and public safety agencies to address security and emergency preparedness and for incident responses.
- Ensure compliance with the APTA and federal regulatory standards.
- Collaborate with other SCRRRA staff and departments to ensure the security for customers, customer property and that equipment secure.
- Perform facility security assessments and compiles statistical reports.
- Monitor industry best practices to develop innovative approaches to improve SCRRRA security performance in functional areas.



- Investigate causes of security breaches and recommends changes in procedures, equipment usage and/or work environment to correct problems and prevent recurrence.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in public administration, business administration, or a related field with emphasis in security management, emergency or disaster management, homeland security, law enforcement or criminal justice preferred.
- A minimum of three (3) years of experience in managing security in a railroad or transportation environment.
- A minimum of one (1) year of experience in preparing reports and other correspondence.
- Must be qualified on the General Code of Operating Rules (GCOR) and the timetable special instructions for the SCRRRA system, or become qualified within the six-month Introductory Performance Period.
- A combination of training, with a minimum of an Associate Degree and/or experience that provides the required knowledge, skills, and abilities, may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.
- A valid Class "C" California driver's license with a satisfactory driving record of no more than two moving violations and no DUIs within the last three years

Preferred Qualifications

- Certified Protection Professional (CPP)- Board-certified in Security Management.

Knowledge, Skills, and Abilities

Knowledge of:

- Public service and railroad or transportation environment.
- Emergency/crisis management.
- Site inspections and audits.
- Physical security and technologies.
- Current industry and market trends related to physical security.
- SCRRRA policies and procedures.
- Federal, state, and local government laws and regulations.

Skilled in:

- Microsoft Office including Excel spreadsheets
- Strong and effective leadership, verbal and written communication, and time management.
- Analysis, measurement and process improvement

Ability to:

- Maintain relationships with appropriate railroad or functional industry partners.
- Provide clear direction and policies to eliminate or reduce potential conflicts.
- Maintain a high degree of confidentiality.
- Make sound decisions, at a moment's notice, for personal safety and the safety of others.



- Maintain composure and provide effective leadership during sustained periods of emergency operations.
- Work independently, prioritize assignments and meet deadlines with minimal supervision.
- Demonstrate effective, productive working relationships with personnel at all levels in the company and with representatives of outside agencies and groups in a similar position.
- Anticipate, influence, and assist the organization to assess and rapidly adjust to changing conditions and trends (internal and external) of importance to the direction of the organization.

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch, or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Updated: January 2026

