

District Security Manager Job Description

Position Title: District Security Manager

Scope of Position:

The District Security Manager takes the lead on all security-related matters at the district and reports to the District Manager, who is ultimately responsible for the full implementation of Expeditors Security Standards at the district. The District Security Manager demonstrates leadership and ownership regarding security by:

- Supporting full implementation of Expeditors Security Standards in all areas of the respective district facilities.
- Influencing colleagues and Service Providers to consider security in all aspects of operations.
- Serving as key point of contact for security Operational Process Standards.
- Communicating Expeditors Security requirements to all Service Providers (including warehousing, temporary labor, trucking and distribution Service Providers).
- Communication and management of security resources and tools.
- Delivering security training (district instructor-led courses).
- Interacting with customers and government officials in support of our overall security program.

A District Security Manager must be a good communicator at many different levels, including in the classroom as well as with district management, customers, Service Providers, and government officials. The District Security Manager must also demonstrate a strong Expeditors cultural attitude. He/she must have a strong desire to solve problems and must drive security standards, awareness, compliance and implementation of all security-related matters.

Major Tasks and Responsibilities:

Administration

- Manage and operate security systems (Security, Health and Safety Portal, CCTV, intrusion alarm, access control, etc.).
- Coordinate timely completion (within 90 days) of outstanding Security Corrective Actions / Preventive Actions with appropriate parties, and communicate issues to the District Manager and Regional Security Manager/Director.
- Be a part of the District Business Review meeting to discuss security-related issues, concerns, and best practices.
- Coach employees and management on how to complete incident reporting per the Security Incident Reporting Standard.
- Take the lead on all district security incident investigations, in coordination with Regional and CHQ Security.
- Support Business Continuity Plan development and testing.

Communication & Security Awareness

- Facilitate the development of a security-conscious mindset within the district.
- Own and report on all security-related communication with the following parties:
 - Expeditors District
 - Local police department
 - Customers
 - Service Providers
 - Regional / CHQ Security and Cargo Signal Teams
- Support product and account management as needed with:
 - Security matters related to port authority, carriers, warehouses, AEO and CTPAT programs, etc.
 - Sales initiatives and facilitation of customer-specific security requirements
 - Support Cargo Signal sales engagements, as needed
 - Customers' security teams including involvement in preparing for any customer security audits
- Keep district management and sales up to date on new security initiatives, training material and security-related information provided by the Regional / CHQ Security.

Operational Process Standards; Cargo Security Regulations

- Ensure 100% district compliance with all local security regulations, in coordination with district compliance officers.
- Ensure 100% district compliance with all Operational Process Standards (Expeditors Security Standards).
- Conduct Security & Safety on-boarding orientation with new Service Providers
- Conduct Service Provider Risk Reviews to confirm 100% compliance with the Security & Safety Notice.
- All non-compliant items on the Risk Review must be communicated to the Service Provider Manager and/or applicable Department Manager at the district who is responsible for following up and resolving each issue with the Service Provider within 90 days.
 - Must monitor for resolution of open action items at the 90 and 180 days to determine appropriate security status

CTPAT/AEO/Other WCO Program Requirements

- Be familiar with the background of, and Expeditors' participation in, the CTPAT program and/or local AEO / WCO program.
- Understand how to prepare for a CTPAT/AEO validation visit using the CTPAT Validation Process Flow Chart.
- Follow process for comprehensive recap after a validation visit.
- Understand the benefits of CTPAT as it related to business resumption as supported by the branches business continuity plan.

Training

- Deliver and/or facilitate security-related district-trainer-led courses as required/requested
- Deliver Facility Lockdown Orientation and Trash Inspection training
- Communicate security standards in detail levels according to job functions
- Attend the District Security Manager conference calls, as required

Developmental Training Requirements

- Achieve Level I Trainer Certification by completing the Facilitation Course (within 6 months)
- Achieve Level I Supply Chain Security Certification (within 6 months)
- Successfully complete all training on the Security development map (within 9 months)
- Additional Suggested Courses: The Negotiation Course
- Additional Security Industry Certifications: Physical Security Professional (PSP); Certified Protection Professional (CPP)

Resource Requirement

It is important the local District Security Manager be "right-sized" to fit the unique circumstances of the district.

A District Security Manager position may be a full time position or an addition to another role within the district, depending on the size, activity levels, relative risks and location(s) of the district. The time commitment is to be determined by the District Manager and Regional Vice President or Country Manager, in consultation with the Regional Security Manager/Director. Where there is a higher risk at a certain location due to high-value cargo, higher crime rates, or a greater number of Service Providers, the time required to effectively manage security at the district level may increase. The DSM must ensure that they can adapt to properly manage this higher risk. Where the DSM role is not full-time, the DSM must be able to balance their time to effectively manage both security and other role(s). In addition to the local risk considerations, the following guideline relative to a district's size and number of key facilities may be considered:

Tenure

The District Security Manager position is most suitable for a district employee of supervisory caliber or higher who has the trust and respect of the department managers, and preferably with 3 or more years of operational work experience with Expeditors.

Direct Reporting Structure: District Manager

Indirect Reporting Structure: Regional Security Manager / Director