



SECURITY AND EMERGENCY PLANNING MANAGER

Sail to Success



PORT OF SAN FRANCISCO is a public enterprise agency of the City and County of San Francisco, responsible for managing 7½ miles of waterfront property for the people of California as mandated by the Burton Act in 1969.

As trustee of the property, the Port is obligated to promote maritime commerce, navigation and fisheries, as well as protect natural resources and develop recreational facilities for public use.

WHAT WE DO

With an annual operating budget of approximately \$100 million, the Port owns and operates maritime facilities and commercial real estate and manages most of San Francisco's waterfront property. The Port's diverse business portfolio includes ground, commercial, retail, office, industrial and maritime industrial leases, including cargo shipping, excursion boats, ferry boats, fishing and fish processing/distribution, tourism, filming, harbor services, and cruises.

With one of the most diverse maritime tenant mixes on the West Coast and proximity to Bay Area markets, the Port has growing cruise calls, automobile exports and imports, dry bulk shipping and supports fishing, ferries, excursions, recreational boating and harbor services. The Port is committed to supporting commerce, transportation, and recreation on the Bay.

OUR MISSION

Port of San Francisco manages the waterfront as the gateway to a world-class city and advances environmentally and financially sustainable maritime, recreational, and economic opportunities to serve the City, Bay Area region and California.

OUR FACILITIES

From Aquatic Park in the north to Heron's Head Park in the south, the Port is a complex mix of piers, structures, seawall and open land and is home to approximately 550 tenants and over ten miles of publicly accessible shoreline. Most of the piers' bulkhead buildings, seawall, and waterfront structures along the Embarcadero were built before World War II, and several have historical distinction.

The Port is home to many of San Francisco's tourist attractions, including the Ferry Building, AT&T Park, the Exploratorium, Alcatraz Landing, PIER 39, Fisherman's Wharf, and Hyde Street Pier, which draw more than 24 million visitors annually to the waterfront.

The Port Commission over the last five decades has led a remarkable transformation of the Port; maintaining its industrial maritime heritage while developing new uses, including commercial and public activities that help San Francisco remain one of the most visited cities in the world.

The **Security and Emergency Planning Manager** is a key member of the Port's leadership team and responsible for the oversight of security management and emergency planning and response at the Port.

The Manager represents the Port at several levels of government agencies and acts as the Port's liaison with law enforcement and state, military and federal agencies. The Manager leads staff in emergency planning and security exercises and maintains a budget for emergency preparedness training, planning and Port security projects.



SECURITY AND EMERGENCY PLANNING MANAGER RESPONSIBILITIES

- Work with SF Police Department, US Coast Guard, security guard contractors and tenants to identify and rectify security vulnerabilities and criminal activity.
- Assess Port structures, properties, byways, traffic patterns and demographics to assist in coordinating, promoting and implementing emergency services programs, resource management, operational readiness, and response plans and capabilities
- Develop and prepare a variety of operational and contingency plans in response to identified natural and technological hazards. Formulate plans involving weapons of mass destruction safety, civil defenses, communications, emergency response and directed hazard mitigation.
- Develop, maintain and update Port emergency and security plans; develop and present training programs on emergency operations, plans, and security programs to Port staff, members of other government agencies, Port tenants and the general public.
- Develop conceptual design, project scopes and planning activities for Port security projects; develop, prepare and monitor project budgets, control project cost and schedules, implement change orders; administer invoice payment.
- Supervise and evaluate the activities of staff, lead working groups and/or coordinate work on specific projects or programs; provide guidance to security guard contractor and review incident reports.
- Work extensively with private contractors, consultants, state and federal agencies, City departments and Port divisions; represent the Port on the Area Maritime Security Committee and on multiple local and state committees for Homeland Security and Emergency Planning programs, projects and Emergency Operations Centers.
- Serve as an alternative Facility Security Officer.
- Maintain emergency equipment caches.

MINIMUM REQUIREMENTS

- Possession of a Bachelor's degree from an accredited college or university.
- Successful completion of National Incident Management System (NIMS) training compliant Incident Command System (ICS) training course 100, 200, 300, 400, 700, 800 or their recognized NIMS compliant equivalents within six months of employment.
- Possession of a valid California driver's license (to be presented at time of appointment). Employees must be insurable under the Port's automobile liability insurance. Insurability must be maintained throughout employment.
- Five (5) years' experience in any of the following or combination of public safety, military, security, emergency operations, emergency planning.
- This position requires that the incumbent be qualified for unescorted access to the Port's Maritime Transportation System (MTS). An application for a Transportation Worker Identification Credential (TWIC) card may be submitted after employment has commenced and requires a criminal history check, immigration check and terrorist threat assessment, including FBI fingerprints, in order to determine eligibility for security clearance.

QUALITIES OF AN IDEAL CANDIDATE

- Knowledge of maritime security doctrine and regulations, public safety (PD, FD, EMS) organizations, operations, and management.
- Knowledge of emergency service and homeland security principles, practices, purposes and methodology; multi-hazard functional plan preparation, coordination and implementation; function of emergency operation centers, facilities, warning equipment and systems required during disaster/emergency operations.
- Ability to work collaboratively in a team environment with staff and others; establish and maintain cooperative relationships with government agencies, community groups, special interest advocates, permit applicants, and the general public.
- Exceptional customer service with varied stakeholders both within Port operations and externally, including elected and appointed officials, and regulatory agencies.
- Experience supervising staff or overseeing stakeholder relationships.
- Ability to collect, analyze and interpret complex data; assess information in a variety of forms and from various sources and make judgments and recommendations.
- Strong integrity and intellectual honesty, and belief in the value and necessity of equity and diversity.
- Knowledge of public sector budgeting, finance and purchasing policies and regulations, as well as state and federal grant management regulations.
- Ability to prepare written reports and make oral presentations of findings and recommendations in public hearings.
- Possession of a valid Certified Protection Professional (CPP) credential

COMPENSATION & BENEFITS

The annual salary range for the 0922 Manager I position is \$104,182 - \$132,990. Appointment above the maximum of the normal range may be considered based on documented and substantiated recruitment and retention issues or exceptional skills. A special approval process is necessary for appointment above the normal salary range.

The City also provides an excellent [Municipal Executives Association Benefits](#) package, including:

- Defined-benefit RETIREMENT through the San Francisco Employee Retirement System (SFERS)
- LIFE INSURANCE provided in the amount of \$50,000
- Health coverage BENEFITS for employees and eligible family members and FLEXIBLE SPENDING accounts
- 35 days PAID TIME OFF
- TUITION REIMBURSEMENT for job-related training
- ALTERNATIVE WORK SCHEDULE available
- On-site FITNESS CLASSES

SELECTION PROCESS

Your application materials will be screened for relevant qualifying experience. Additional screening mechanisms may be implemented in order to determine your qualifications.

Only those applicants who most closely meet the requirements of this position will be invited to participate in the selection process.

Applicants meeting the minimum qualifications are not guaranteed advancement to the interview.

HOW TO APPLY

Please submit the following to indicate your interest and complete your application by Friday, January 11, 2019 to Suzette.Love@sfpport.com or by mail to Suzette Love, Port of San Francisco, Pier 1, San Francisco, CA 94111:

1. Cover letter describing how you meet the requirements of the Security and Emergency Planning Manager position.
2. Resume
3. Supplemental Questionnaire - please be brief in your responses to the following:
 - 1) The Security and Emergency Planning Manager is the primary point of contact on security, emergency and disaster-related incidents that may range from physical assaults on Port property to oil spills in the Bay. Describe your experience communicating information to management in a moment of crisis or high tension. What techniques did you use to communicate clearly and effectively? Describe the protocols you used to ensure that the information you communicated was accurate. How did you identify and communicate the decisions that your manager needed to make?
 - 2) The Port is responsible for both landside and waterside security, coordinated by different Port divisions, City and federal agencies. Describe your experience working with diverse stakeholders to gather information, coordinate activities, and make strategic decisions.
 - 3) Describe your experience with emergency planning, and coordinating training and response to emergencies and/or natural disasters.

Port of San Francisco is an equal opportunity employer.



Port of San Francisco
Pier 1 The Embarcadero
San Francisco, CA 94111

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