



Washington State House of Representatives Exempt Recruitment Announcement

Director of Security

Opens: July 21, 2017 and closes Friday, August 4, 2017 at 5:00 pm

REPORTS TO: Chief Clerk of the House of Representatives

LOCATION: Olympia, Washington

SALARY: \$4,623 - \$8,999 monthly, + Benefits

HOUSE OF REPRESENTATIVES PROFILE:

The House of Representatives comprises half of the Washington State Legislature and is made up of 98 members elected to serve two-year terms, representing 49 legislative districts. The Legislature meets every year to consider and pass legislation involving public policy, taxes and other revenue, and state spending. In addition to elected members, the House also employs approximately 250 full-time year-around staff, and 130 temporary session staff and interns.

ROLE:

The Washington State House of Representatives is seeking to fill the position of Director of Security. This position is responsible for ensuring the security and safety of state legislators, legislative employees, and visitors to the House and its facilities. The position requires law enforcement expertise and exceptional interpersonal and management skills that ensure effectiveness in a workplace that is diverse, often characterized by a significant level of pressure for the participants, and is highly visible to the public. The position involves administrative and supervisory responsibilities that expand considerably during legislative sessions. The position requires a strong customer-service focus and oversees a wide range of services to elected House members, fellow employees, and the general public.

The Director of Security is a full-time, non-partisan position within House Administration and reports directly to the Chief Clerk of the House, the chamber's chief administrative officer. The position is exempt from civil service laws and must be able to work long and/or irregular hours as required during the legislative session. Regular legislative sessions take place January through March in even numbered years, and January through April in odd numbered years. Special legislative sessions occur as needed.

RESPONSIBILITIES:

- Provides security for members, staff, and visitors on all legislative premises; periodically reviews security policy and/or procedures and modifies or makes recommendations as appropriate;
- Executes all orders of the Speaker of the House and Chief Clerk of the House; enforces rules; secures the House chamber during floor sessions; maintains order and decorum;
- Leads, manages and supervises security staff and operations of the security office; plans, coordinates, directs and controls security activities; schedules security offices to provide adequate coverage for floor sessions and committee hearings;
- Coordinates with the Senate, Department of Enterprise Services, Washington State Patrol and other law enforcement agencies in matters dealing with the security of legislators, personnel, visitors and office buildings;
- Supervises parking and transportation services for members and staff;
- Patrols and monitors buildings and grounds by foot, radio, and video surveillance; enforces rules of behavior; monitors erratic behavior and escorts hostile or disruptive visitors from buildings;
- Develops and implements emergency management plans for the House of Representatives;
- Assists in the investigation of incidents; writes incident reports; cooperates with law enforcement personnel in criminal and other investigations;
- Informs the Chief Clerk's Office of significant security-related incidents and campus events;
- Applies expertise and experience toward the reduction of crime and improved safety through training, seminars and the distribution of relevant information;
- Maintains a high level of customer service and positive relations with the general public; and
- Performs other duties as required.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF: Rules, general procedures, customs and courtesies of the Washington State Legislature;

Principles of law enforcement; procedures and techniques of maintaining order, security and protocol of a legislative body; methods and procedures for dealing with hostile visitors.

ABILITY TO: Devise, establish, supervise and implement effective and courteous security measures and procedures for the House of Representatives;

Manage/supervise, train, and direct the activities of up to 35 security staff;

Establish and maintain cooperative and professional relationships with legislators, staff, state agency and private sector officials, the general public and others contacted in the performance of duties;

Direct the development of effective strategies to assess and mitigate risks, manage crises and incidents, maintain continuity of operations, and safeguard the organization;

Diffuse altercations and problem situations;

Coordinate with state and local law enforcement;

Communicate effectively, including clear and concise written reports for executive management; written and verbal interactions with the public, employees, and state and local law enforcement officials; and communicate with subordinates to clearly identify responsibilities, solve problems, and address conflicts and problems; and

Lead personnel in education and training advancement.

EDUCATION: Two or more years of college course work with major emphasis in criminal justice, law enforcement, political science, public or business administration, or a closely related field.

EXPERIENCE: Five years of supervisory experience in law enforcement or security.

-OR-

Ten to 15 years of increasingly responsible experience in law enforcement or security, including two years in a supervisory or administrative capacity.

HOW TO APPLY:

Interested applicants should submit: (1) a letter of interest specifically addressing the desired qualifications; (2) a current resume describing in detail the applicant's experience and education; and (3) a minimum of three references with contact information (e.g., address, e-mail address, and telephone).

Application materials must be submitted electronically the Chief Clerk of the House of Representatives, Chief.Clerk@leg.wa.gov.

The deadline for receipt of the *Director of Security* application package is **August 4, 2017**.

The Washington State House of Representatives is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process or who need an application in an alternative format may call 360-786-7750 or TTD 1-800-635-9993.