



REGIONAL TRANSPORTATION COMMISSION

Planning • Streets and Highways • Public Transportation

Metropolitan Planning Organization

**POSITION ANNOUNCEMENT
OPEN COMPETITIVE RECRUITMENT
SECURITY & SAFETY ADMINISTRATOR**

Application deadline 5:00 P.M., MAY 24, 2024

SALARY RANGE 36: \$80,787.20 - \$119,308.80/year, depending on qualifications.

TO APPLY: Please go to <https://rtcwashoe.com/news/careers/> to apply online. Applicants may attach a resume and cover letter, but the online application and responses to the supplemental questionnaire must be included, at a minimum. The supplemental questionnaire is on the second page of this document. Applications and responses to supplemental questions must be received by **5:00 p.m. (PDT), Friday, May 24, 2024.**

THE JOB: The incumbent is responsible for managing the safety and security operations of the RTC. Duties may include but are not limited to: leading the oversight, review, and evaluation of safety, security, emergency operations, crisis, and disaster plans; working with the Federal Transit Administration (FTA) during the RTC's triennial audit of the agency and responding to/mitigating any safety findings; managing alcohol/drug compliance for RTC contractors; and ensuring the safety certification of transit construction projects where required by the FTA. The incumbent works with numerous stakeholders, such as RTC's transit vendors, contracted security personnel, RTC Facilities Maintenance staff, and local law enforcement to ensure that RTC facilities are safe and secure for both passengers and staff. The incumbent plans and participates in staff training as well as local emergency management training and coordinates the activities of the RTC's Emergency Operations Center when needed during disaster events. The incumbent advises management on best practices for assigned personnel to perform their duties in a safe manner and oversees RTC building security functions.

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a bachelor's degree in public administration (or a closely related field) and 4-6 years of safety/security experience, as well as 2 years of emergency operations experience, OR any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Requires valid driver's license at time of appointment.

PREFERRED QUALIFICATIONS: The ideal candidate will have experience managing safety and security in a transit agency setting.

ABOUT THE PROCESS: Applications and responses to the supplemental questionnaires will be evaluated to determine those candidates whose background and experience most closely meet the agency's needs. The most qualified candidates will be invited to participate in the next phase of the examination process, a panel interview that may include assessment exercise(s) to demonstrate possession of required knowledge, skills and abilities.

**Affirmative Action/Equal Opportunity Employer
Women and minorities are encouraged to apply.
Drug Free Workplace**



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SUPPLEMENTAL QUESTIONNAIRE**

On a separate sheet(s) of paper, please answer each of the following questions. **This information MUST accompany the completed RTC application form.** Submission of your answers to the following questions is **MANDATORY**, and your application WILL NOT be considered without them. Lack of experience in a particular area may not necessarily bar you from continuing in the process. **In your responses, please indicate the name of the company, your position, and the name and telephone number of someone we can contact to verify the information.**

1. Please explain your experience with electronic access control system(s) including job duties, functions you performed, and system types you have worked with.
2. Please list the FEMA ICS courses you have completed. Please provide the course number, title and date of completion.
3. Please explain your experience(s) managing emergency events. Please include your role or duties during the event(s).
4. Please explain your experience with safety management. Please include job duties and functions you performed.
5. Please list the safety courses you have completed (OSHA, etc.). Please provide the course number, title and date of completion.
6. Please explain your experience with security management, including job duties and level of responsibility.

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