

Position: Director Of Security Employer: Security Management & Investigations, Inc. (SMI)
FLSA Status: Exempt Reports to: Building Management and SMI Corporate

General Description of Duties

The Director of Security is responsible for understanding the management objectives of 333 West Wacker Drive, and the following specific functions to provide a secure environment for the property:

- Hiring, training, scheduling and direction of the staff of security officers for the building.
- Development, implementation and review of comprehensive security policies and procedures. Training of security staff in the implementation and enforcement of security policies and procedures.
- Thorough hands-on knowledge of all building electronic systems and equipment and continual evaluation to ensure their effective utilization and to take full advantage of their capabilities at all times.
- Training, preparation and supervision of the security staff in building emergency response procedures for fire, bomb threat, flood, power failure, evacuation or other eventualities.
- Training, preparation and coordination of building tenant personnel for emergency evacuation drills to be conducted for the entire building population at least once per year.
- Working with the building manager and company human resources personnel to administer policies with respect to the security staff and maintain good labor relations.
- In cooperation with the building manager and operations manager develop and review periodically the budget for security operations.
- Development of good working relationships with all building tenants in order to understand and respond to special security concerns they may have.
- Continuing effort to innovate and improve the security environment for the safety and protection of the building, its property and its population.
- Issue access control cards to tenants and building personnel while ensuring system integrity.
- Establish and maintain a professional relationship with law enforcement at the federal, state, and municipal authorities Develop professional relationship with the BOMA-Chicago organization.
- Communicate consistently with SMI managerial staff to ensure company policies, procedures, and guidelines are followed.

This list is not all-inclusive. In any high rise environment, managerial personnel must remain flexible and willing to address any task necessary to satisfy the needs of SMI management, Building Management, 333 W. Wacker Drive's tenants and security staff employees. For further information, please Contact Mark Kexel, Director of Operations, Security Management & Investigations, Inc. at: mkexel@securitymgmt.com .