



**SOUTH JERSEY PORT CORPORATION  
NOTICE OF JOB OPENING  
DATE: AUGUST 8, 2023**

**GENERAL MANAGER, SECURITY, PUBLIC SAFETY AND  
EMERGENCY MANAGEMENT**

**The South Jersey Port Corporation (SJPC) is seeking a qualified professional to fill the position of GENERAL MANAGER, SECURITY, PUBLIC SAFETY AND EMERGENCY MANAGEMENT. The SJPC is an agency of the State of New Jersey, which builds, maintains, and operates marine terminals in the South Jersey Port District to create economic opportunities and to enhance the region's intermodal transportation system. The SJPC owns and operates the Joseph A. Balzano and Broadway Marine Terminals in the Port of Camden, the Salem Marine Terminal at the Port of Salem, and the Paulsboro Marine Terminal at the Port of Paulsboro.**

**The successful applicant will receive an annual compensation of \$95,970.00 exempt.**

**GENERAL SUMMARY:**

Reporting to the Assistant Executive Director/Chief Operating Officer (AED/COO), the incumbent is responsible for the overall security and public safety of the South Jersey Port Corporation's terminals and facilities. The incumbent is also responsible for emergency management and development, updating and exercising of emergency response plans; managing the security guard workforce; management of the Port's CCTV and Access control systems and related maintenance contracts; and to develop and apply for state and federal security related grants and be responsible for the overall management and administration of the grant process. The incumbent will also serve as the Facility Security Officer (FSO). The FSO assesses seaport threats, vulnerabilities and prepares response actions in compliance with all federal, state, and agency requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

- Supervises and directs actions of the security guard workforce and security captains. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws and as directed by the AED/COO.
- Plans, assigns, and directs security guard assignments; performs appraisals of staff job performance; and assists with disciplining employees under direct supervision. Addresses complaints and resolves problems. Ensures overall compliance with the security guard manual, gate orders, and duty instructions.
- Monitors operational procedures for activities, including guarding and patrolling physical property, orienting and supervising security guards, conducting investigations of accidents, company rules, and regulation infractions and criminal acts.
- Works in conjunction with AED/COO to develop and conduct drills every three months and an emergency response exercise every 18 months at each facility. Implements property security training for all staff and evaluates and modifies training programs as needed.
- Periodically evaluates Port security plans and systems to determine potential risk of a breach.
- Evaluates existing Port operation and emergency operation plans to determine preparedness in the event of an emergency or severe weather event.
- Develops protocols, policies, plans, and systems to cover all possible security threats to mitigate business interruption and risk to properties, employees, and computer systems.
- Develops and/or updates existing Port Security Plan, Emergency Operations Plan, Business Continuity Plan, Disaster Recovery Plan, and Severe Weather Contingency Plan.
- As the Facility Security Officer (FSO), maintain compliance under the Maritime Transportation Security Act and all relevant provisions of 33 CFR 105.
- Analyzes security information and produces reports on a routine basis, including the daily EIC employee report, daily security report, incident reports, Declaration of Security reports, and other reports as required to be submitted to senior management.
- Ensures notification and coordination with law enforcement and other emergency responders to any transportation security incident are documented.
- Assists with investigations of transportation security incidents and cooperates in the preparation of material and evidence for organization use in hearings, lawsuits, and insurance investigations.
- Maintains all security records per state and federal guidelines.
- Manages the Transportation Worker Identification Credential (TWIC) Escort program.
- Assists the AED/COO by performing other duties as directed.

### **MINIMUM QUALIFICATIONS:**

To successfully perform in this position, an individual must be able to perform the requirements listed below. They are representative of the knowledge, skill, and/or ability required.

- Associated degree in Business, Criminal Justice, Homeland Security, or a closely related field with 10 years of experience.
- The incumbent should possess formal training/experience in conducting vulnerability assessments, antiterrorism methodologies including weapons of mass destruction and emergency management.
- Experience may be used as a qualification in lieu of a degree where the candidate demonstrates at least six years in a management position in marine terminal security operations, corrections/law enforcement, or a combination of all.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to communicate effectively in both oral and written English.
- Exceptional time management, due to fast-moving, demanding work environment.
- Knowledge of safety and accident prevention codes and regulations and related industry governmental regulations.
- Follow company management policies and procedures, collective bargaining agreement, and local practices in the application of supervising subordinates.
- Must possess a federal Transportation Worker Identification Credential issued by the Transportation Security Administration.

**COMPETENCY:** To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.
- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; remains open to others' ideas and tries new things.
- Ethics - Works with integrity and ethically; upholds organizational values.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

**WORK ENVIRONMENT:** The nature of the Port and its security are 24-hour, 7 days a week operation. Thus, the employee performing this job must be available at virtually any time if a security issue or emergency arises. It is the employee's responsibility to stay in contact with management and to be available when and if management and staff need to contact the employee in this job. Employee may encounter U.S. Coast Guard, U.S. Customs and Border Protection or other federal representatives during the course of performing duties and must cooperate fully.

- Frequent walking, standing, bending, and occasional sitting.
- While performing this job's duties, the employee is exposed to wet and/or humid conditions; outside weather conditions; extreme cold and extreme heat.
- The noise level in the work environment is moderate to loud.

Security documents and information are classified as SENSITIVE SECURITY INFORMATION (SSI). These records contain SSI that is controlled under the provisions 49CFR1520. No part of these records may be disclosed to persons without a "need to know" as defined in 49 CFR Part 1520, except with written permission of the administrator of the TSA. Unauthorized release may result in a civil penalty or other action. For U.S. Government Agencies, public disclosure is governed by 5 USC 552 and 49CFR1520."

**DISCLAIMER:** This job description indicates in general the nature and levels of work, knowledge, skills, abilities, and other essential functions as covered under the Americans with Disabilities Act expected of an employee. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an employee. An employee may be asked to perform other duties as required. Employees with disabilities must meet qualification standards that are job-related and consistent with business necessity and must be able to perform the "essential functions" of the position, with or without reasonable accommodation.

### **HOW TO APPLY:**

Interested parties should submit a resume and a cover letter outlining reasons for their interest in the position, including detail on the aforementioned responsibilities, attributes, and qualifications addressed to the attention of Human Resources in electronic format to [careers@southjerseyport.com](mailto:careers@southjerseyport.com).