

## Space Center Houston Safety and Security Director

The mission of Space Center Houston is to inspire all generations through the wonders of space exploration. Our vision is to be the world's leading science and space exploration learning center. Owned and operated by the nonprofit Manned Space Flight Education Foundation, we are the Official Visitor Center of NASA Johnson Space Center. The center features more than 400 space artifacts, hands-on interactive educational exhibits, and robust youth programs interpreting the exciting future and remarkable past of America's human spaceflight program.

We are seeking a full-time Safety and Security Director. The Director will have primary and overall responsibility for managing the safety and security functions of Space Center Houston to ensure a safe and secure environment for guests and Crew Members. The Director is a key member of the management team and reports directly to the Chief Operating Officer. Responsibilities and qualifications are shown below:

### POSITION RESPONSIBILITIES

- Manage in-house security staff of 19 officers to include supervision of three shifts providing 24-hour coverage. Staff management responsibilities include selection, scheduling, performance evaluation and counseling, recognition and training.
- Develop and implement company-wide safety and security policies and procedures related to emergency preparedness, building security and access, protection of company assets, safety hazard mitigation and loss prevention. May include preventative measures, investigations and staff training.
- Provide oversight, direction and guidance to all departments to ensure a safe and secure environment. Report any safety or security concerns, issues or violations to department management as needed.
- Compliance with all laws and regulations related to safety and security including, but not limited to, the Occupational Safety and Health Act (OSHA), the Texas Private Security Bureau regulations, Texas Open Carry and laws related to all privacy acts. Responsible for record maintenance and adhering to regulations related to filing of OSHA 300, 300A and 200 logs.
- Manage center-wide safety programs, training, and committee meetings and associated incentive programs.
- Manage Space Center Houston's security and life safety systems to ensure proper operation and effectiveness. Knowledge of the facility's automated systems for security, intrusion, access control and fire safety including the testing of those devices and systems under normal and simulated emergency conditions. Maintenance of appropriate records to support testing and development of a testing program to ensure compliance with all required needs.
- Maintain Facility Security Officer (FSO) status with the Johnson Space Center (JSC) including knowledge of badging process and policies, use of the JSC badging systems and management of badges issued to Space Center Houston Crew Members.
- Monitor maintenance agreements with outside vendors, contractors and service organizations.
- Develop and manage the Safety and Security Department budget including labor and general expenses.

- Promote a strong working relationship and channel of communications with Johnson Space Center security and emergency management personnel. Establish and cultivate relationships between Space Center Houston and applicable agencies, including local fire and police.
- Actively participate in professional organizations, committees and associations to maintain a current knowledge of the safety and security fields and be well informed of future trends and changes.
- Responsible for all requirements to maintain a Company License (Letter of Authority) with the Texas Private Security Bureau.
- Other duties as assigned.

### POSITION QUALIFICATIONS

- Minimum of 10 years of experience in the Safety and Security fields with at least five years management experience in a similar role. Four year degree in a related field preferred.
- Strong knowledge and understanding of laws, regulations, reporting and training requirements related to the Safety and Security fields including, but not limited to, the Occupational Safety and Health Act (OSHA), the Texas Private Security Bureau regulations, Texas Open Carry and laws related to privacy acts. Must have previous experience maintaining OSHA logs and filings.
- Must obtain and maintain a Texas Private Security Bureau Manager's license.
- Strong technical knowledge and proficiency in security technology including life safety and security systems (cameras, camera networks, fire alarm systems, etc.).
- Previous experience developing and managing budgets including labor, equipment and services.
- Strong leadership and managerial skills.
- Ability to represent Space Center Houston in a professional manner.
- Ability to make appropriate and sound decisions in emergency high pressure situations.
- Strong Interpersonal skills with the ability to work in a team oriented environment.
- Ability to exercise discretion, good judgment and maintain confidentiality.
- Strong computer skills using Microsoft Office Suite. The ability to learn and develop proficiency in the use of a variety of software products.
- Willingness to work flexible hours including nights, weekends and holidays. Must be available to respond to emergencies as well as work extended hours in emergency situations.

Space Center Houston offers a competitive salary and benefits package.

Space Center Houston is an equal opportunity employer. It has a diverse and inclusive work culture with a creative, fun and collaborative environment.

**To apply:** Email resume to [careers@spacecenter.org](mailto:careers@spacecenter.org). For more information, contact the Human Resources Department at (281) 244-2150 or visit our website at [www.spacecenter.org/careers](http://www.spacecenter.org/careers).