



Position- Security Systems Analyst
Facility Name- McCormick Place
Location- Chicago, IL.

POSITION: Security Systems Analyst
DEPARTMENT: Security
REPORTS TO: Security Systems Manager
FLSA STATUS: Salaried/ Exempt

Summary

SMG, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Security Systems Analyst for SMG/McCormick Place. Provides security and risk analysis for campus operations. Develops the operations and personnel of the McCormick Square Command Center. Provides information and intelligence to the McCormick Square leadership, senior event management and other stakeholders.

Essential Duties and Responsibilities

- Monitors political, economic, terrorism and crime trends and, where necessary, provides briefs on developments that may affect operations or safety.
- Provides risk analysis reports, security updates, situation reports (SITREPs) and in-depth analysis when appropriate.
- Produces written and verbal reports and analyses in logical and concise written format for senior managers.
- Provides intelligence support and risk assessments for campus events to ensure proper measures are implemented to mitigate the risks to people and property.
- Manages intelligence efforts across a range of campus activities including Open-Source Intelligence (OSINT), Human-Intelligence (HUMINT), third-party provider information/analysis subscriptions and other sources to complete analysis and forecasting. Liaises with public (CPD, Department of Homeland Security, FBI, etc.) and private sector counterparts as appropriate.
- Implements and ensures a Risk Assessment Tool is current and communicates/publishes as appropriate.
- Develops intelligence related exercise scenarios and operational plans.
- Conducts and facilitates training programs to educate Security Department members and other McCormick Square personnel in developing their safety, security and crisis management skills.
- Supports Security Department operations and investigations.
- Assists in the development and implementation of policies, procedures and responsibilities.
- Assists with the development, training, and performance management of security guards assigned to work within the Command Center.
- Responds to requests for information regarding department systems.
- Oversees the investigation and resolution of complaints and/or inquiries as assigned.
- Performs other duties as assigned.

Supervisory Responsibilities

This position will provide oversight of the McCormick Square Command Center and the personnel assigned as Control Room Operators.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's Degree from accredited college in business, law enforcement or related field (or the equivalent amount of work related experience).

Five years' experience in a management role in security or law enforcement.

Prior Public Safety experience preferred. Must have been a member in good standing.

Skills and Abilities

- Exercise tact and diplomacy in dealing with sensitive, complex issues.
- Possess strong customer service skills that enhance the visitor experience.
- Excellent analytical, problem solving and communication skills: both verbal and written.

Computer Knowledge

Utilize a computer with word processing, spreadsheet and related software.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long hours and may be required to work indoors and outdoors as required by the function. Must have the physical ability to maneuver around facility(ies), at times, walking and/or standing up to 6-10 hours daily.

Hours of work

Willing and able to work a flexible schedule including nights, weekends and holidays.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Please use the below link to apply.

External Candidates:

[https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000385399706#/#/](https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000385399706#/)

Internal Candidates:

<https://recruiting.adp.com/srccar/nghome.guid?c=1152751&d=InternalCareerSite&r=5000385399706#/#/>

Recruiter- Stella Butera
McCormick Place/SMG
301 E. Cermak Rd, Chicago, IL. 60616

Applicants that need reasonable accommodations to complete the application process may contact 312.791.7000.

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

We will only accept applications from July 2, 2018 through July 13, 2018.