



SOUTH JERSEY PORT CORPORATION

NOTICE OF JOB OPENING

DATE: AUGUST 14, 2025

ASSISTANT GENERAL MANAGER OF SECURITY, PUBLIC SAFETY AND EMERGENCY MANAGEMENT

The South Jersey Ports (SJP) is seeking a qualified professional to fill the position of Assistant General Manager of Security, Public Safety and Emergency Management. SJP 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 SJP 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 candidate will receive an annual salary in the range of \$75,000 to \$85,000, commensurate with experience and education.

SUMMARY: Reporting to the General Manager, Security, Public Safety and Emergency Management (GM), the incumbent is responsible for security and public safety of the South Jersey Ports (SJP) terminals and facilities. The incumbent is also responsible for assisting the GM in the development, updating and exercising of emergency response plans; managing the security guard workforce; and managing the Port's CCTV and Access control systems and related maintenance contracts. The incumbent will also serve as the Alternate Facility Security Officer (AFSO), assessing seaport threats, vulnerabilities and preparing response actions in compliance with all federal, state, and agency requirements.

Essential Security and Emergency Management Duties/Responsibilities:

- Supervises and directs actions of the security guard workforce and security captains, including preparing monthly work schedules for guard personnel and the assignment of shifts for full-time and part-time guard employees.
- Maintains supervisory responsibilities in accordance with the organization's policies, union contracts, and applicable laws and as directed by the GM.
- Plans, assigns, and directs security guard assignments perform appraisals of staff job performance and assist 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 and company rules and regulation infractions and criminal acts.
- Works in conjunction with the GM to develop and conduct drills every three months, and emergency response exercises every 18 months at each facility. Implements property security training for all staff and evaluates and modifies training programs as needed.
- Assists with developing protocols, policies, plans, and systems to cover all possible security threats to mitigate business interruption and risk to properties, employees, and computer systems.
- Assists with developing and updating existing Port Security Plan, Emergency Operations Plan, Business Continuity Plan, Disaster Recovery Plan and Severe Weather Contingency Plan. Periodically evaluate plans and systems for risk of breach and preparedness in the event of an emergency.
- As AFSO, maintains 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, incidents reports. Declaration of security report and other reports as required to be submitted to senior management.
- At the direction of the GM, ensures notification and coordination with law enforcement and other emergency responders to ensure transportation security incidents 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. Assists with the investigation of security complaints, security incidents, accidents and company security rules and regulation infringements and prepares and submits reports of such investigations.
- Maintains all security records per state and federal guidelines.
- Manages the Transportation Worker Identification Credential (TWIC) escort program.
- Performs additional tasks assigned and other duties as directed by GM.

Safety Officer Responsibilities:

- Provide ongoing support to senior management and operations supervisors with safety meetings, programs, and regulatory guidance.
- Ensure monthly safety and fire extinguisher inspections are completed and issue related written reports.
- Track and communicate accident/injury trends; recommend strategies to reduce incidents.
- Drive continuous improvement in safety practices and awareness.
- Coordinate safety training, certifications, and the safety shoe program.
- Effectively implement and communicate safety initiatives.
- Serves as SJP's Safety Officer and ensures OSHA/PEOSH compliance and safety standards are maintained.
- Serves as the primary contact for all aspects of OSHA/PEOSH related matters
- Perform other safety-related duties as assigned.

Education: Related bachelor's degree from an accredited four-year college or university. Advanced degree preferred (Masters/JD).

Minimum Qualifications/Experience:

- Minimum 10 years of experience in law enforcement, security, military, emergency management, or disaster preparedness, including 5+ years in a supervisory or command role.
- Proven expertise in risk assessment, crisis management, and security operations.
- Strong leadership, decision-making, and problem-solving abilities.
- Skilled in integrating intelligence into security operations and managing comprehensive law enforcement/security programs.
- Experience collaborating across departments and managing multi-agency security initiatives.
- Knowledge of maritime security operations and domain-specific issues.
- Excellent administrative skills; capable of maintaining complex databases and filing systems.
- Proficient in emerging technologies, Microsoft Office (Word, Excel, PowerPoint, Outlook), CCTV, and access control systems.
- Flexible and able to work in fast-paced environments with variable hours; schedule subject to change per GM's direction.

Preferred Qualifications:

- United States Coast Guard Veteran.
- Completion of Incident Command System (ICS) 100, 200, 700, 800.
- ICS 300 and 400 are a plus.

Competency: To perform the job successfully, an individual should demonstrate the following competencies Leading People, Leading Change, Results Driven, Business Acumen, Building Coalitions, and Ethics.

Work Environment: The work environment characteristics described here represent those employee encounters while performing the essential functions of this job.

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.

The nature of the Port and its security are 24 hours, 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. 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."

COMPENSATION PACKAGE:

- PTO, Sick, Personal and Vacation Time
- Medical and Dental Benefits
- NJ State Retirement Program
- Deferred Compensation 401 A
- Tuition Assistance
- Employee Assistance Program

Disclaimer:

This job description indicates in general in 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 list of activities, duties or responsibilities required of an employee. An employee may be asked to perform other duties as required.

Applicants interested in the position of **Assistant General Manager of Security** should apply and send a resume to ishafter@southjerseyport.com, Human Resources **DEADLINE TO APPLY 09/30/2025.**


Andrew Saporito, Executive Director & CEO