

03-Dec-2007\_Area\_Security\_Director\_KY  
Florence, KY USA

Reference Requisition No.: 07030448

Travel: Yes, 25 % of the Time

Relocation: No

Business Area: Corporate Centre - Security and Investigative Services

**Brief Description of the Organization:**

Our Mission - Protecting assets, integrity, and reputation of Citigroup including the interests of its shareholders, customers, and employees worldwide through the delivery of professional security services and independent investigations. Ensuring a safe and secure environment for Citigroup customers and employees globally and providing special security services, expertise, and consultation. Investigating fraud directed against Citigroup products, identifying risks, preventing and recovering losses. Providing eCrime support (forensic examinations) to fraud investigations and investigating attacks directed at the company's computing environment.

Promoting fraud management and the reduction of losses through analysis, education, product assessments, policy, investigations, and activities supporting the zero tolerance to fraud policy. Communicating with all employees on topics of safety, security and guidance on related matters. Leveraging security and investigative resources worldwide to maximize efficiencies, share best practices, and minimize costs. Enhanced Due Diligence Investigations, to support Citigroup businesses and Compliance Officers, in their implementation of company AML and KYC policies.

**Description:**

Support the Sub Regional Director in managing security and safety operations as assigned. Oversee, train, and mentor Area Managers and Asst. Area Managers. Manage financial budgets for assigned cost centers. Assess Safety and Security Risk associated with assigned area. Manage and plan security operations to safeguard premises and employees against risk of unauthorized entry, fire, theft, vandalism and criminal activities. Enforce security rules and safety standards. Review security-related problems and take appropriate measures to correct procedures to reduce risk and exposure to risk. Implement and manage security operations in accordance with CSIS strategic objectives and in support of business needs. Identify, review and submit vendors for addition to the NA approved vendors list. Review and administer contracts. Manage security operations to minimize potential impact of fire, theft, vandalism and natural disasters while insuring compliance with local ordinances and CSIS policy. Ensure that all security personnel adhere to CSIS policy and procedures. Review security systems and ensure they meet the needs of changing business operations.

Implement and manage physical protection standards as required by Citi policy and directives. Oversee activities of Area Manager's, Assistant Area Managers and site(s)

security staff. Coordinate equipment installation and maintenance with vendor representatives. Perform security Risk Assessments and Surveys. Ensure financial guidelines, including cost center management are implemented and maintained. Assist in training and development and budget preparation of Area Managers and Assistant Area Managers. Security project management and development. Issue RFPs and review bids from vendors. Oversee Branch Security Operations and respond to requests for assistance to include: Robberies, Burglaries, Vandalism, Personal Threats and other security incidents. Conduct Safety Officer Orientation. Provide Event Security planning as required. Perform Security Advances as needed.

**Specifications / Qualifications:**

Minimum 8 years of job-related work experience

Four years college degree a plus

Must be flexible and available on a 24-hour per day basis.

Prior law enforcement, U.S. Military, or private security industry experience in a management capacity.

Working knowledge of Microsoft Windows Programs

Budget Analysis Preparation and Management

Managing work load ( Organization, Prioritization Abilities / Multi Tasking)

Quality Orientated /Attention to Detail

Team Oriented / Team player

Change Management

Follow up

**Skills / Knowledge:**

Access Control and CCTV Operating Systems.

Trained in the proper use of fire suppression equipment and techniques.

Asset Protection

Audits (Security-Related)

Contingency Planning

Contract Guard Management

Crime Prevention

Disaster Management

Facility Security Design

Fire Code Familiarity

Fire Protection Systems

Hazardous Material Handling

Investigations

Loss Prevention

Personnel Administration

Communication skills

Analytical Skills (Assessment/ Decision Making/Problem Solving)

**Apply:**

Please apply for this position by visiting the company's website. From the Home Page:

- \* Click "Careers"
- \* Select your region and language then click "Job Search"; a second window will open.
- \* Perform a search for this position using either a keyword or the requisition number.
- \* Click on the job title to view the listing online.
- \* Click "Apply Online"

***Contact Info:***

Citigroup	<i>Phone:</i> None
	<i>Fax:</i> None
USA	<i>Email:</i> None
	<i>Web Site:</i> <a href="http://www.citigroup.com">http://www.citigroup.com</a>