

Security Operations Manager Job Description

Duties and Responsibilities:

- Recruit, orient, and train security personnel on appropriate security rules and procedures
- Develop and enforce security protocols, policies, and procedures necessary for safeguarding lives and property
- Prepare and control the budget for security operations to ensure delivery of high quality security services
- Oversee the coordination of staff during an emergency situation
- Assign guard duties to security personnel to ensure effective distribution of workload
- Keep track of incidents in order to evaluate them and recommend a course of action
- Oversee the installation of safety alarms within and around building premises
- Schedule shift patrol to ensure a building/property is guarded at all times
- Implement safety and health policies and procedures to protect employees against workplace hazard
- Develop and manage the processes for securing classified and sensitive information
- Set up key controls on company equipment and facility to limit access to restricted property
- Order the supply of security tools and equipment required in carrying out security operations
- Prepare and present reports of incidents and ways to limit reoccurrence
- Liaise with public law enforcement agencies and fire department
- Oversee the planning and coordination of security operations during high-risk events.

Security Operations Manager Requirements – Skills, Knowledge, and Abilities

- Education and Training: To become a security operations manager, you require a high school diploma and relevant experience in a law enforcement field. A Bachelor's degree in criminal justice, public administration, or in a related course is often required by some employers. Special training programs in senior security management provides a competitive edge in securing a security operations manager position
- Organizational Skill: Security operations managers are able to coordinate and direct the security operations of an organization to ensure the safety of lives and property
- Communication Skill: They are adept at communicating the security requirements of an organization to security personnel
- Interpersonal Skill: They are able to work with a team of security officers to ensure protection of a property
- To be hired into this position, you may be required to take and pass employment tests like personality test and situational judgment test. See [job assessment tests](#) you may likely take and learn how to make high scores in them.