



JOB ANNOUNCEMENT

Project Manager, SR

Chicago Department of Aviation

Chicago Midway and O'Hare International Airports

Division: Security Unarmed Contracts

Number of Positions: 1

Starting Salary: \$95, 568.00

ESSENTIAL DUTIES:

- Meet/Coordinate with Unarmed Security Contractor management on a daily/weekly basis as needed; to ensure proper staffing of all assignments.
- Conduct random on-site tests of security staff to ensure security protocols are being followed.
- Schedule and monitor contract security training for both ORD and MDW Airports.
- Manage contractor invoicing via the City of Chicago Financial Management System.
- Randomly observe contract security staff performance to identify and correct non-compliance and performance issues related to the ORD and MDW Airport Security Programs.
- Coordinate as needed with Aviation Security staff and management to ensure consistent contract performance of the Unarmed Security Contractors for ORD and MDW Airports.
- Submit weekly/monthly contract security performance reports to executive management.
- Monitor and advise the Assistant Commissioner of Security Regulatory and Compliance and Assistant Commissioner of Security Operations (to include after hours), of daily issues pertaining to the performance of the contractor at ORD and MDW Airports.
- Attending weekly Safety and Security Staff Meetings.
- Participate in the annual Safety and Security Budget formulation process.
- Proactively conduct and document quality assurance inspections of contractor performance at ORD and MDW Airports.
- Ensures the efficient operation of all services provided by Unarmed Contract Security at both ORD and MDW Airports by effective contract monitoring and pro-active problem solving.
- Performs other related duties as required.

Additional duties may be required for this position.

Location: CHICAGO DEPARTMENT OF AVIATION – Midway and O’Hare
International Airports
Shift: 9:00 a.m. – 5:00 p.m.
Days Off: Saturday and Sundays

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE

Qualifications

MINIMUM QUALIFICATIONS: A bachelor’s degree from an accredited college or university in Business or Public Administration or in a field of study directly related to the responsibilities of the position, PLUS at least five years of project management work experience.

NOTE: Must be flexible to early and/or late meetings and occasional weekends.

NOTE: The candidates selected for hire must pass an airport background check and a Security Threat Assessment.

NOTE: This position requires a valid driver’s license at the time of hire.

SELECTION REQUIREMENTS: This position requires an applicant to successfully complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the interview, will be selected.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

**City of Chicago
Brandon Johnson, Mayor**

Applications for this position will be accepted until 11:59 pm CDT on April 25, 2024.

Here is the link to the City of Chicago website:

<https://chicago.taleo.net/careersection/100/jobsearch.ft!?lang>

[Job Search - Basic Search - Taleo](#)

FOLLOW THE STEPS BELOW TO VIEW THE OPEN POSITION AT THE CDA

1. Visit flychicago.com/jobs or click the link above.
2. Click on the current open position at CDA.
3. Select the position – Project Manager – Security Unarmed Contracts O'Hare & Midway

Project Manager - Security Unarmed Contracts (Both Airports)

Salary: \$95,568.00

Job Reference: #396537

Posting Period: 04/11/24 - 04/25/24

1. The applicant must create a Candidate Profile to apply for the position. Once a profile is set up, the applicant will receive email alerts for new positions in the area of interest.
2. A job posting will remain online for a minimum of 14 business days.
3. All information must be completed on the application. The following documents should be attached (resume, cover letter, and transcripts.)