

DIRECTOR OF SECURITY/SAFETY

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and technical position involving responsibilities for planning, organizing, directing and maintaining systems of security and safety. The security systems involve the protection of all County property. Of primary import is the development of security systems to protect County employees, clients and the general public while on County property. Work is performed in accordance with existing governmental laws, rules and regulations and by developing and implementing procedures, guidelines and policies, under general direction of a higher level administrator. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs security and safety inspections of County facilities, grounds and properties;
Analyzes security problems and recommends policies and/or adjustments to established policies and procedures;
Recommends use of security equipment and changes in building equipment and their use that would provide necessary security;
Works with program administrators and security heads to identify conditions and incidents which might lead to security problems and to resolve such situations;
Participates in establishing and maintaining fire prevention and fire safety programs;
Establishes and maintains control in the movement of people as well as the movement and parking of vehicles;
Serves as a liaison with law enforcement agencies and personnel;
Trains and, as required, directs personnel concerned with control of users of buildings which may include buildings and grounds personnel, monitors, receptionist, fire safety personnel and others in standard and emergency security procedures;
Maintains all necessary records pertaining to security and provides oral and written reports;
Serves on appropriate committees as designated;
Attends all Department Head meetings and/or meetings at the direction of a higher level administrator;
May interview and recommend the appointment of security personnel;
May train employees in protective procedures, first aid, fire safety and other duties;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, methods and procedures for establishing and maintaining systems of security and safety for decentralized buildings or complexes, their

physical contents and their personnel; ability to deal with individuals and groups in a variety of stressful situations; ability to train and coordinate personnel involved in security and safety practices; ability to relate to and effectively respond to oral and written instructions; ability to maintain an effective records system and to prepare reports.

MINIMUM QUALIFICATIONS:

Graduation from high school and three (3) years of experience in planning, implementing and managing a comprehensive security system, involving regular contacts with the public and with management personnel and the supervision of a number of personnel on a round-the-clock basis.

SUBSTITUTION NOTE: Possession of an Associate or higher degree in Criminal Justice, Police Science or similar technical curriculum appropriate for security management may be substituted for two (2) years of the required experience.