

DIRECTOR OF SECURITY

DISTINGUISHING FEATURES OF THE CLASS: This is technical security work of a moderately complex nature involving responsibility for the planning, supervision and maintenance of a security system within a building or building complex. The work is performed under the general supervision of the County Executive and supervision may be exercised over a number of security personnel. Performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans and Directs a system of security for all County buildings and building complexes;
Analyzes existing security system and makes recommendations for improvements;
Coordinates security functions;
Makes out work schedules and sets up security check routes;
Maintains activity records;
Studies new security procedures and equipment and evaluates for possible implementation;
Acts as liaison between County and local law enforcement agencies;
Interviews and trains new security personnel;
Responds to scene whenever a security alarm system is activated;
In charge of County Identification Card project and maintenance;
Prepares incident reports as needed;
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 practices, principles and techniques in establishing, supervising and maintaining a system of security within a building complex; ability to supervise and coordinate the activities of personnel involved in a security system; ability to maintain records and prepare reports; ability to understand and carry out oral and written instructions.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in security or security management and one (1) year of security or law enforcement experience; or
- b) Graduation from a regionally accredited or New York State registered college or university with an Associates degree in security or security management and three (3) years of security or law enforcement experience; or

- c) Graduation from high school or possession of a comparable diploma and five (5) years of security or law enforcement experience; or
- d) An equivalent combination of (a), (b) or (c) as indicated above.