



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** SUPERVISOR OF SAFETY AND SECURITY (\*Provisional Appointment)

**SALARY:** \$38,205-\$48,864 Annually

**LOCATION:** Monroe Community Hospital, 435 E. Henrietta Road, Rochester NY 14620

### **JOB SUMMARY:**

This is a supervisory position at Monroe Community Hospital, responsible for the formulation and organization of a program of internal safety, security and fire prevention, and the direct supervision of guards and other security staff. The incumbent works under the general direction of the Assistant Administrator - Patient Services. Does related work as required.

### **In order to perform the duties of this position, an applicant should possess or be able to:**

- Good knowledge of police, investigative, protective or security work;
- Good knowledge of fire prevention and fire detection methods and devices;
- Good knowledge of safety regulations pertaining to hospitals or places of public assembly;
- Working knowledge of the Motor Vehicle Law of the State of New York;
- Formulate, plan and organize the work of a security force;
- Supervise effectively;
- Train and instruct subordinates;
- Speak in public and communicate effectively, both orally and in writing;
- Demonstrate proven methods of investigating and handling cases of suspected theft;
- Deal with disorderly persons within the scope of his authority;
- Honesty; decisiveness; initiative; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Six (6) years of paid full-time or its part-time equivalent experience as a police officer, investigator, plant or building security officer, at least two (2) years of which shall have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Criminal Justice, Police Science or closely related field plus four (4) years of experience as defined in (A) above, two (2) years of which shall have been in a supervisory capacity; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in Criminal Justice, Police Science or closely related field, plus two (2) years of paid full-time or its part-time equivalent experience as a police officer, plant or building security officer in a supervisory capacity; OR,
- (D) An equivalent combination of education and experience as defined within the limits of (A), (B), and (C) above.

**SPECIAL REQUIREMENT:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**NOTE:** Applications must be filled out in their entirety and can be downloaded from [www.monroehosp.org](http://www.monroehosp.org) or obtained from the Monroe Community Hospital, Human Resources Office, 435 E. Henrietta Road, Rochester, NY 14620.

**Posting Date:** March 20, 2013

**Posting Deadline:** Until Filled

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.