



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** SAFETY AND SECURITY ADMINISTRATOR (Provisional\* Appointment)

**SALARY:** \$58,330 - \$75,222 annually

**LOCATION:** Monroe County Department of Public Safety

### **JOB SUMMARY:**

This is an administrative position located in Monroe County government responsible for the planning, direction, and oversight of the implementation of comprehensive safety and security strategies and systems to ensure the physical protection of employees, facilities, property and assets, and the public. Duties involve policy writing and development, facility safety and evacuation planning, loss prevention development, contract management, development and oversight of physical protection systems, threat mitigation, coordination of security at County events, handling contraband issues and security patrols, law enforcement and emergency personnel coordination, video surveillance oversight, County security radio system management, and crisis response planning. Duties also involve responding to fire alarms, suspected break-ins, unauthorized building access and other emergencies. The employee reports directly to, and works under the general supervision of, the Director of Public Safety or other higher level staff member. General supervision is exercised over a subordinate security staff. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma plus graduation from a regionally accredited or New York State registered college or university with a Master's or Bachelor's degree in Police Science, Criminal Justice, Emergency Management, Security Management, Security Administration or a closely related degree plus seven (7) years paid full-time or its part-time equivalent professional\*\* experience organizing, implementing and directing safety and security or emergency response programs at one of the following: a municipality employing at least one-thousand (1,000) employees, or a law enforcement agency, or in the military, three (3) years of which must have been at a supervisory capacity\*\*\*.

\*\*professional experience, for the purposes of these minimum qualifications, does not include secretarial, clerical, labor, maintenance or other related work.

\*\*\*supervisory capacity, for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

### **SPECIAL REQUIREMENTS:**

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.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** October 26, 2016

**Posting Deadline:** November 9, 2016

\*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.