



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** SECURITY COORDINATOR (Provisional\* Appointment)

**SALARY:** \$42,292 - \$53,636 annually

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

### **JOB SUMMARY:**

This position is responsible for planning and implementing safety and security protocols and procedures at County owned and leased facilities and grounds. Duties involve conducting assessments and coordinating resources relating to areas such as threat analysis and mitigation, critical incident coordination, employee/visitor protection protocols, and evacuation processes. Duties also involve providing training/exercises to employees relative to areas such as evacuations, incident management and active shooter situations. The employee reports directly to, and works under the general supervision of, the Safety and Security Administrator or other higher level staff member. 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 an Bachelor's degree, plus four (4) years paid full-time or its part-time equivalent experience in an occupation responsible for providing security and safety in the public sector or government which must have included working with computer software involving areas such as badge (facility) access designations, video surveillance zone designations, video surveillance monitoring, and user permissions related to these areas.

### **SPECIAL REQUIREMENTS:**

1. Valid registration as a Security Guard with the New York State Department of State.
2. Possession of the following valid certificates of completion of the National Incident Management System (NIMS):

**ICS-100 (Introduction to Incident Command System, I-100)**

**ICS-200 (ICS for Single Resources and Initial Action Incidents)**

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:** April 6, 2018

**Posting Deadline:** April 27, 2018

\*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.