

SAFETY AND SECURITY COORDINATOR

Code No.: 5-19-043
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position responsible for developing and coordinating safety and security policies and procedures. The work involves the development, review, and recommendation of procedures to ensure the safety and well-being of all staff, students and visitors. The employee reports directly to, and works under the general supervision of, the administrator of the facility. May supervise building security staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Studies Federal, State and local security and safety regulations applicable to a school facility and confers with supervisory and administrative personnel to develop and coordinate procedures for compliance;

Confers and coordinates with local fire, health, drug councils and law enforcement agencies on safety and security regulations to assure proper compliance;

Tours facility occasionally to inspect shops, classrooms, traffic, and storage areas for possible safety hazards;

Reports unsafe conditions and makes recommendations on their prevention and cure;

Investigates accidents and studies the causes;

Educates workers to possible safety and security problems through a safety-first campaign;

Acts as liaison between the school facilities and law enforcement agencies regarding theft and other violations of the law;

Conducts preliminary investigations to assess the need for law enforcement involvement;

Develops policies pertaining to visitor safety and security;

Reviews current policies regarding, and makes recommendations to improve, the storage of tools and equipment, distribution and loss of keys, proper storage of food and food supplies and trash removal;

Evaluates current safety procedures and policies regarding school bus departure, loading students and bus safety;

Recommends appropriate action to take to administrators when dealing with student and employee criminal conduct;

Reviews and assesses district records, law enforcement records, and past actions taken by parents, students and staff to determine the potential for threat to students and employees;

Oversees security staff to ensure appropriate security coverage.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles, practices and tools of a modern safety program as it relates to an educational facility; good knowledge of Federal, State and local security and safety regulations; working knowledge of local fire, health, drug and law enforcement agencies' objectives and functions; analytical skill; ability to establish and coordinate safety and security regulations and policies; ability to analyze safety and security problems and formulate plans for correcting unsafe conditions and practices; ability to conduct investigations and study causes; ability to impart safety and security information to staff; ability to deal effectively with local fire, health and law enforcement agencies; ability to establish effective working relationships with department employees, school officials and law enforcement agencies to gain confidence and cooperation; tact; understanding; resourcefulness; attention to detail; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma; plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Police Science, Criminal Justice or Fire Science, plus one (1) year of paid full-time or its part-time equivalent experience in a police agency involving work in investigations, as a police officer, military police, armored vehicle guard, or similar post; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Police Science, Criminal Justice, or Fire Science plus three (3) years of experience as defined in (A) above; OR,
- (C) Five (5) years of paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), (C), above.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

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

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: December 11, 1986

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