

SECURITY SUPERVISOR

Code No: 4-14-144

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for overseeing the security force assigned to patrol and enforce order on grounds and in buildings including inspection of building security systems and incident report activities. The employee is responsible for conducting rounds of property ensuring proper security coverage. General supervision is exercised over a staff of Security Workers and other security personnel. The employee reports directly to, and works under the general supervision of an administrative-level staff member. 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.)

Assigns duties to security personnel;

Supervises and trains security personnel;

Oversees incident reporting and related activities;

Oversees use and maintenance of security for parking areas;

Recommends equipment and supplies for purchase;

Formulates and implements staffing requirements for enforcement of security;

Oversees the checking of safety supplies and equipment at regular intervals determining adequacy;

Develops and submits reports to the administrator concerning emergencies, unusual occurrences, performance and goals;

Coordinates staffing, reports, activities and continuity for all security personnel;

Inspects buildings and grounds for potential security problems;

Patrols buildings and checks on contracted and security personnel.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of buildings and grounds security measures; good knowledge of police and patrol work as they relate to the position; good knowledge of the physical plant and grounds on which employed; good knowledge of first aid techniques; good knowledge of the law as it applies to keeping the peace; good knowledge of incident reporting techniques; ability to enforce departmental rules and regulations; ability to detect and correct fire or accident hazards; ability to keep and maintain order; ability to cooperate with law enforcement agents when needed; ability to cope with emergencies; ability to maintain records and to write factual reports; ability to safely operate a motor vehicle; supervisory ability;

physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma; PLUS,

- (A) Four (4) years of paid full-time or its part-time equivalent experience in an occupation involved with the enforcement of peace and order such as a guard, police officer, forest ranger, armored vehicle guard, one (1) year of which shall have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's degree in Criminal Justice or Police Science; PLUS two (2) years of experience as described in (A) above, one (1) year of which shall have been in a supervisory capacity; OR,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

Current registration as a Security Guard with the New York State Department of State.

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

Depending upon assignment, candidates for employment with Monroe County must pass a pre-employment drug test.

Candidates may be required to pass a security check by the Monroe County Sheriff and the Bureau of Criminal Investigation of the New York State Police.

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.

ADOPTED: April 20, 1989
FORMERLY: SECURITY FOREMAN
REVISED: April 19, 1990
REVISED: November 6, 2003
REVISED: November 8, 2007