

## **DIRECTOR OF SECURITY – MONROE COUNTY WATER AUTHORITY**

Code No. 3-09-131  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a specialized administrative position in the Monroe County Water Authority (MCWA) responsible for planning, directing and implementing policies and procedures to ensure the physical protection and security of the Authority's employees, facilities equipment and water distribution system. Work is performed in close cooperation with the Department of Homeland Security and local, state and federal law enforcement agencies and focuses on developing emergency planning strategies and methods of protection within homeland security protocols and parameters. The employee reports directly to and works under general supervision of the Executive Director with wide leeway allowed for the exercise of independent judgment. General supervision is exercised over a 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.)

Plans, directs and oversees the implementation of comprehensive security strategies and systems for the protection of employees, facilities, equipment and the water distribution system in keeping with the national homeland security protocols;

Confers with other administrative staff to formulate emergency policies, determine need for programs, coordinate programs and responses to emergency situations;

Acts as liaison and keeps in regular contact with the Department of Homeland Security and other local, state and federal law enforcement agencies on emergency planning and matters pertaining to homeland security;

Establishes operational procedures for activities such as fire prevention and fire-fighting, guarding and patrolling physical property, and investigations of criminal acts;

Establishes emergency evacuation procedures and routes;

Inspects facilities and distribution system components to determine security needs;

Represents the MCWA at the local Office of Emergency Preparedness;

Directs and coordinates activities of personnel in reviewing or updating security measures;

Inspects or directs inspection of all security systems;

Analyzes security operational problems, formulates and implements solutions.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of federal Homeland Security mission,

goals, protocols and strategies related to emergency planning; thorough knowledge of the structure, geographic locations and layout of the MCWA's water distribution system especially related to weaknesses and vulnerable areas; thorough knowledge of security measures as related to MCWA's employees, facilities, equipment and water distribution system; good knowledge of law enforcement techniques; good knowledge of security devices and equipment; good knowledge of computer operations and software as utilized by the MCWA; ability to develop and implement operating procedures, policies and security strategies in keeping with homeland security protocols; ability to handle difficult and stressful situations firmly, courteously and tactfully; ability to observe situations analytically and objectively; ability to communicate effectively orally and in writing; ability to establish and maintain effective professional relationships; integrity; initiative; resourcefulness; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Criminal Justice, plus ten (10) years paid full time or its part time equivalent senior-level experience (Captain or higher) with a large law enforcement agency serving Monroe County, AND at least two (2) years experience in security operations administration for a public agency employing at least 200 employees that involved responsibility for developing and implementing security and safety programs that included emergency planning coordination with the Department of Homeland Security.

**SPECIAL REQUIREMENTS:**

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State.

Depending upon assignment, candidates for employment may be required to pass a pre-employment drug test

**ADOPTED: July 7, 2005**

Approved Non-Competitive by State Civil Service Commission action on 10/21/05 for current incumbent only.