

## **SECURITY MANAGER-WATER AUTHORITY**

Code No. 3-09-135

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for evaluating, coordinating, implementing and directing overall security programs and projects at the Monroe County Water Authority (MCWA) to ensure the protection of employees, the facilities, and equipment. Duties involve establishing policies and procedures, and monitoring programs, practices, measures and procedures, as well as staff training. The employee reports directly to and works under the general supervision of an administrator with wide leeway allowed for the exercise of independent judgment. General supervision is exercised over an office clerk and an Employee Safety Analyst. 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.)

Evaluates safety and security program and practices and develops, implements and maintains new or improved guidelines, procedures, and policies;

Evaluates training needs of, and develops, coordinates and implements training to staff;

Acts as liaison to the MCWA and the Monitor and Reaction Center (MRC) regarding alarm monitoring and dispatching on a daily basis and resolves and follows up on any issues that arise;

Updates management on security risks and threats that may impact the MCWA;

Keeps up to date on security trends related to the water industry;

Assists staff with the implementation of new or improved safety and security measures;

Develops written guidelines regarding safety and security issues;

Ensures appropriate security coverage;

Monitors and keeps current on technical advances in security related equipment to ensure the effectiveness of the physical security infrastructure;

Coordinates a web based emergency plan;

Enforces security policies and procedures;

Analyzes security operational problems and makes improvements when necessary;

Acts as liaison to the Monroe County Department of Public Safety, the Monroe County Department of Environmental Services, and contract vendors;

Investigates security breaches and reports suspicious activity to administrators;

Monitors and reacts to water activity security alerts from the U.S. Department of Homeland Security;

Controls key distribution among staff.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles, practices and tools of a modern safety and security program related to a water treatment/distribution facility including up to date technology and equipment; good knowledge of applicable Federal, State and local security and safety regulations; good knowledge of investigative techniques; working knowledge of local fire and law enforcement objectives and functions; analytical ability; ability to evaluate, develop and monitor security regulations and policies; ability to develop and conduct safety-related training; ability to communicate orally and in writing; ability to utilize a computer and related software; ability to coordinate a web based emergency security plan; ability to establish and maintain effective working relationships; supervisory ability; good judgment; 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 or Master's degree in Criminal Justice or Police Science plus four (4) years paid full-time or its part-time equivalent experience coordinating security operations in a government or public agency.

**SPECIAL REQUIREMENT:** 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.

**ADOPTED:** February 9, 2012