

## **SECURITY SPECIALIST**

Code No. 4-09-021  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a security position in the Monroe County Water Authority (MCWA) responsible for assisting with overall security programs to ensure protection of employees, the facilities, and equipment as well as emergency planning and on-line training. Duties involve planning, implementing and monitoring security programs, practices, measures and procedures while adhering to national homeland security protocols. Work is performed in close cooperation with the United States (U.S.) Department of Homeland Security and local, state and federal law enforcement agencies. The employee reports directly to, and works under general supervision of the Executive Director of the Monroe County Water Authority or other higher 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.)

Plans and oversees the implementation of comprehensive security strategies and related computer systems;

Acts as liaison with the U.S. Department of Homeland Security and other local, state, and federal law enforcement agencies regarding emergency planning and matters pertaining to homeland security;

Plans for emergencies utilizing a Web Based emergency management software program;

Represents the employer at the local Office of Emergency Management;

Analyzes problems with security operations and formulates and implements solutions;

Coordinates online training programs for staff, including homeland security training;

Administers the emergency notification system including system user training, system configuration with pre-programmed alerts, and coordinating user implementation with system users;

Confers with other administrative staff regarding formulation of emergency policies, determination of need for programs, coordinating programs and responses to emergency situations;

Inspects facilities to determine security needs;

Investigates criminal behavior or activity.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles, practices and tools of an effective safety and security program as it relates to the employing agency; good

knowledge of applicable Federal, State, and local security and safety regulations and laws; good knowledge of investigative techniques; good knowledge of the structure, geographic locations and layout of the agency; good knowledge of agency security measures; good knowledge of effective security devices and equipment; good knowledge of agency computer operations and software; working knowledge of effective local fire and law enforcement objectives and techniques; working knowledge of the National Incident Management System (NIMS) and Incident Command System (ICS); analytical ability; ability to develop safety-related training; ability to communicate orally and in writing; ability to utilize a computer and related software including web based emergency security software; ability to configure computer systems; ability to establish and maintain effective professional relationships; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Criminal Justice or Police Science plus EITHER three (3) years paid full time or its part time equivalent senior-level experience (Sergeant or higher rank) with a law enforcement agency OR three (3) years paid full-time or its part-time equivalent experience coordinating overall security operations in a government or public agency; OR,
- (B) Five (5) years paid full-time or its part-time senior-level experience (Sergeant or higher rank) with a law enforcement agency OR five (5) years paid full-time or its part-time equivalent experience coordinating overall security operations in a government or public agency; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:** 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 position.

**ADOPTED: May 9, 2013**