

SUPERVISOR OF SAFETY, SECURITY AND EMERGENCY PLANNING

Code No.: 3-09-132

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for overseeing the security, safety, and emergency planning functions of a school or agency. The duties involve ensuring the personal safety of staff and the public, the protection of property and assets, and emergency response planning (radiological, nuclear, etc.). The employee reports directly to, and works under the general supervision of, the Director of Building and Grounds, administrator of a facility, or other higher-level staff member. General supervision is exercised over a subordinate 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.)

Evaluates the current safety and security program and practices and develops and implements new or improved guidelines, procedures and practices;

Develops, maintains and updates the agency's emergency response plan in conjunction with the Monroe County GINNA Nuclear Power Plant Emergency Response Plan;

Monitors and updates the radiological emergency procedures with the Monroe County Office of Emergency Preparedness;

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

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

Conducts preliminary investigations, when incidents occur, to assess the need for law enforcement officials;

Acts as liaison between the employer and law enforcement officials regarding theft and other violations of law;

Chairs a safety committee to promote safety education and awareness;

Assists in the investigation of safety and security-related issues;

Reviews, updates, and monitors the agency's needs assessment program and assists administrators, staff and the public with implementing proper safety and security measures;

Develops and disseminates written guidelines regarding safety and security issues;

Coordinates required training such as blood borne pathogen awareness and the Occupational Safety and Health Administration's (OSHA) Right-to-Know program about hazards at work;

Participates in training programs to increase proficiency in all work-related areas.

Maintains the safety plan including procedural documentation and updates;

Supervises security staff and ensures appropriate security coverage.

WHEN EMPLOYED AT A SCHOOL DISTRICT:

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

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

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 a specific agency or educational facility; good knowledge of applicable Federal, State and local security and safety regulations; good knowledge of local radiological emergency preparedness procedures; working knowledge of local fire, health, drug, law enforcement and emergency preparedness agencies' objectives and functions; ability to analyze comprising situations and make quick, sound decisions; ability to establish and coordinate safety and security regulations and policies; ability to analyze safety and security problems and formulate plans for correcting unsafe and unsecure conditions and practices; ability to conduct investigations and study causes; ability to impart safety, security, and emergency preparedness information to staff; ability to deal effectively with local agencies such as fire, health and law enforcement; ability to establish effective working relationships with employees and local agencies and gain their confidence and cooperation; ability to develop and maintain appropriate emergency response plans and radiological emergency procedures; ability to write reports and guidelines relating to safety and security issues; ability to coordinate and implement effective training activities for security staff and develop curriculum; ability to supervise security staff; good judgment; 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 a Bachelor's degree in Police Science, Criminal Justice, or Political Science plus five (5) years paid full-time or its part-time equivalent experience in an organized police department in the position of police captain or higher rank in a town, village, city police department, or county sheriff's office in the State of New York, some of which must have involved emergency response planning; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above, plus seven (7) years experience as defined in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A), and (B) above.

SPECIAL REQUIREMENTS:

- Current possession of the following Certificate of completion of the National Incident Management System (NIMS):

- ICS-400 (Advanced Incident Command System (ICS) Command and General Staff Complex Incidents)
 - Copy of Certificate must be submitted with application.

- 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.

ADDITIONAL INFORMATION:

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

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: January 3, 2008

REVISED: February 7, 2008