

ASSISTANT DIRECTOR OF SCHOOL SAFETY AND SECURITY

Code No. 4-19-040
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting in directing and supervising school district safety and security functions. Duties involve managing the day-to-day security operations and providing back-up to the Director of School Safety and Security in his/her absence. The employee reports directly to, and works under the general supervision of a Director of School Safety and Security or other higher-level staff member. General supervision is exercised over a subordinate 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.)

Manages staff, including administering discipline and conducting performance evaluations;

Assists with training security staff;

Coordinates and assigns residency fraud investigations with School Investigators; maintains case files and prepares cases for possible appeal and/or prosecution; acts as liaison between the school district and police department regarding these investigations;

Conducts investigations that may be criminal in nature and have occurred on school grounds, or involve or relate to employees;

Investigates matters of crime, student misconduct and child abuse/neglect at the direction of the Director or an Assistant Superintendent;

Assists with developing crime and accident prevention strategies;

Liaisons with police, firefighters, family/civil and criminal court staff, and other professional organizations;

Assists with providing guidance to staff regarding the checking of school building interiors round the clock to ensure facilities are operational;

Provides for entry of data into central crime reporting system on internal incident report forms;

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

Ensures appropriate security coverage.

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 an educational facility; good knowledge of applicable Federal, State and local security and safety regulations; good knowledge of investigative techniques as applied to a school safety and security function; good knowledge of proper negotiating techniques in crisis situations; working knowledge of local fire, health, drug and law enforcement objectives and functions; analytical ability; ability to develop and conduct safety-related training; ability to communicate effectively orally and in writing; 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 high school or possession of an equivalency diploma plus graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus three (3) years paid full-time or its part-time equivalent experience in an organized police department in the State of New York in the rank of Lieutenant or above. -

SPECIAL REQUIREMENTS: 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 in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: September 2, 2021