

PARKS SECURITY SUPERVISOR

Code No.: 6-16-028

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important security position involving the supervision and performance of inspections and security checks of assigned properties and buildings, including parks and school facilities, in a town. Employees in this class work under general supervision of a Director of Parks and Recreation or other senior level staff member. The work may be performed on weeknights and during weekends. General supervision is exercised over Parks Security Guards. Does related work as required.

TYPICAL WORK ACTIVITIES:

Schedules, assigns, supervises and evaluates Park Security Guards;

Makes daily security checks of assigned properties and buildings, including parks and school facilities;

Checks for violations of park laws and town regulation, and requests assistance from Sheriff's Department, as required;

Notifies superiors in case of emergency situations or unusual incidents requiring immediate attention;

Summons fire department, Sheriff's Department, or ambulance in emergency situations, as required;

Assists and directs park visitors, as required;

Inspects and secures facilities and insures the departure of all persons from parks and town properties, at closing;

Prepares and submits accurate and concise written reports regarding security activities performed, infractions of park and town requisitions, vandalism and/or related security incidents occurring while on duty.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of town and park rules and regulations; good knowledge of safety and security measures; working knowledge of laws and the New York State Penal Code; ability to plan, supervise and evaluate the work of a security staff; ability to respond quickly in emergency situations; ability to communicate effectively, both orally and in writing; ability to prepare accurate and concise written reports; ability to deal effectively with the public and promote good public relations; willingness to work unusual hours, as may be required; tact; courtesy; good judgement; good observation skills; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Police Science or Criminal Justice; OR,
- (B) Two (2) years of full-time experience or its part-time equivalent as a security guard.

SPECIAL REQUIREMENT:

Possession of a valid New York State Class *5* Operator's license at the time of appointment.

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.

REVISED: February 2, 1984