

SECURITY OPERATIONS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is technical and administrative security work involving the responsibility for planning, developing, implementing and overseeing a comprehensive security plan, including training, crime prevention and regulation compliance and enforcement programs for the protection of employees, visitors and residents using County facilities. The work is performed under the direction of a higher-level administrator and supervision is provided to professional and technical security staff. An incumbent in this title may be required to work a rotating shift. Does related work as required.

TYPICAL WORK ACTIVITIES:

Establishes and enforces safety protocols, policies and procedures to secure County facilities and ensure the safety of County employees, residents and visitors, including, implementing and administering a crime prevention program;

Manages security operations across all County facilities;

Supervises security staff and oversees tasks such as preparing work schedules, monitoring overtime and coordinating the day-to-day activities of staff;

Engages with employees, visitors, and the general public to respond to security concerns facilitate communication and develop effective safety solutions;

Serves as a liaison with Department Heads and Commissioners to address security-related incidents and collaborates with higher-level administrator to ensure adequate coverage and involvement, when necessary;

Delivers essential security training programs, including mandated specialized instruction;

Continuously reviews safety and security procedures, identifies opportunities for improvement and recommends updates to a higher-level supervisor, when appropriate;

Verifies compliance with New York State Security Guard Law, ensuring all security personnel complete required training and meet legal standards;

Supervises personnel responsibilities for organizing fire drills at County government facilities, ensuring all activities comply with New York State codes and safety regulations;

Manages the County employee Identification system, including the distribution and oversight of electronic "swipe" ID cards that control access to secure buildings for authorized personnel;

Designs, manages and maintains a comprehensive system for documenting and tracking security-related activities, incidents and procedures;

Prepares a variety of reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of establishing and maintaining effective security plans and programs across a dispersed network of County facilities; thorough knowledge of safety and security laws, rules and regulations; thorough knowledge of administrative principles and practices; ability to establish and maintain a comprehensive security program; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others; ability to supervise the work of others; ability to prepare a variety of reports.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Public Administration, Criminal Justice or comparable degree and five (5) years of paid work experience in security or law enforcement which included planning, implementing or managing a large-scale security or law enforcement operation, including the supervision of professional security and/or law enforcement personnel.

(over)

PROMOTION: Two (2) years permanent status as a Senior Security Aide.

SPECIAL REQUIREMENTS:

1. Must complete all required pre-assignment training (must be provided by a certified security guard instructor at an approved security guard school) and all additional training and registration requirements as specified by the New York State Security Guard Act of 1992 and in accordance with the requirements of the New York State Department of State, Division of Licensing Services and must be maintained throughout the course of employment in this title.
2. Possession of a valid driver's license at the time of appointment, which must be maintained throughout the course of employment in this title.