

SECURITY OPERATIONS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is technical and administrative security work of a complex nature involving 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:

Develops and implements policies and procedures to secure County facilities and protect County employees, residents and visitors, including, but not limited to, a crime prevention program;
Oversees the security operations at all County facilities (e.g. Robert L. Yeager Health Center, Fire Training Center and New City offices);
Supervises staff involved in security activities, including but not limited to the preparation of work schedules, monitoring overtime, etc.;
Interacts with employees, visitors, and the general public to address security concerns and discuss solutions;
Assists higher-level supervisor in acting as liaison with Department Heads and Commissioners regarding security incidents and coordinates with higher-level administrator for coverage and/or involvement, as needed;
Provides security-related training, including required specialized training (e.g. JCAHO Life Safety Regulations);
Conducts ongoing review of safety and security programs and makes recommendations for changes, where appropriate;
Ensures that all security staff meet New York State Security Guard Law requirements, including but not limited to training;
Oversees staff coordinating fire drills at County government buildings in accordance with New York State codes and regulations;
Oversees the County employee ID card system, including the administration of "swipe" ID cards issued for access to buildings that permit entrance only by authorized personnel;
Develops and oversees a security record-keeping system;
Prepares a variety of reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of establishing and maintaining security plans and programs for a decentralized complex of buildings; 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.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Public Administration, Criminal Justice, or comparable curriculum, and five (5) years of experience in security or law enforcement work 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, as a substantial portion of the work.

(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.
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.

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Competitive