

DIRECTOR OF SECURITY

DISTINGUISHING FEATURES OF THE CLASS:

This is a high level managerial position responsible for the development, implementation and the daily operation of the County's security program. The incumbent works with various departments and consultants to develop appropriate policies and procedures to enhance the level of security for County employees, visitors, clients and property. The work is performed under the general direction of higher level administrative staff. Supervision of others is a normal function of the job.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Manages daily security programs for County properties, including the supervision of security staff and contractors;
2. Develops, recommends and implements security policies, procedures and standards in consultation with department heads, executive staff, consultants and local police agencies;
3. Develops and maintains relationships with local police agencies and Homeland Security officials;
4. Develops and maintains contingency plans for security operations in the event of labor disputes, civil disturbances, natural disasters and acts of terrorism;
5. Develops and presents programs designed to promote safety awareness;
6. Initiates investigations or directs investigations of criminal activity, security incidents or loss of County assets or employee property;
7. Investigates incidents of conflict between County employees and the public where such incidents have the potential for intervention by local law enforcement agencies;
8. Consults with and assists computer security officers in cases related to cyber-security that may need to be referred to local law enforcement agencies;
9. Attends conferences, seminars and training to keep abreast of developments in the security field;
10. Completes reports and maintains records as required;
11. May be required to become a New York State Peace Officer.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of personal and physical security fields sufficient to develop, implement and oversee a comprehensive security program for a multiple location municipality and its operations;
Knowledge of federal, state and local laws and regulations relating to the security field;
Knowledge of investigative techniques necessary to assist local authorities;

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FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Cont'd)

Ability to inspect and evaluate facilities and locations to assess security programs and needs;
Ability to develop contingency plans for a wide variety of potentially dangerous situations;
Ability to establish and maintain effective working relationships with security consultants and contractors, department heads, government employees, the public and law enforcement agencies;

Ability to plan and direct governmental dignitary protection operations;
Ability to keep abreast of technological developments in the security field;
Ability to take control and direct personnel in crisis situations;
Ability to train in special fields, such as dignitary protection operations;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and three years of experience which primarily involved command and administrative responsibility for a multi-facility security program which included planning and implementation of governmental or corporate security programs.

SPECIAL REQUIREMENTS:

1. Candidates must be able to pass a full field background investigation in order to have the ability to have access to classified information. This would include having no felony convictions.
2. Ability to obtain status as a New York State Peace Officer, including the right to use a firearm.
3. Possession of a New York State driver license for appointment and to maintain position.

PS5101

ADOPTED: 09/27/06