

DIRECTOR OF SAFETY, SECURITY AND TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS:

This is a managerial position responsible for administering a safety and security program as well as directing a large transportation system in a school district. The incumbent will be responsible for planning, organizing, conducting, and directing these programs. The work is performed in accordance with existing state education regulations and existing procedures, guidelines and policies. General direction is received from a higher-level administrative employee. Supervision is exercised over a large subordinate staff.

TYPICAL WORK ACTIVITIES:

The following is 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. Responsible for administering a comprehensive safety and security program;
2. Responsible for managing a large suburban pupil transportation system;
3. Recruits, interviews and makes employment recommendations;
4. Responsible for the development, implementation and administration of the safety, security and transportation budgets;
5. Plans, schedules, assigns, reviews and evaluates work of subordinate personnel;
6. Participates in grievances and disciplinary procedures;
7. Makes recommendations on equipment and vehicle purchases;
8. Prepares schedules, reports and maintains various records;
9. Oversees investigations relative to safety and transportation issues;
10. Develops, organizes, directs and enforces a comprehensive safety program in accordance with agency regulations and standards;
11. Assists in the administration of the workers compensation and loss control programs;
12. Reviews the safety status of capital construction projects prior to payment;
13. Attends meetings and acts as liaison as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of management and administration;
Knowledge of the principles and practices of operating a large scale safety and security program;
Knowledge of pertinent safety and security regulations;
Knowledge of school district transportation methods and operations;
Ability to plan, coordinate, supervise and inspect the work of others;
Ability to develop and carry out a comprehensive safety and loss control program;
Ability to establish and maintain effective working relationships with others;
Ability to understand and follow complex oral and written directions;
Ability to effectively communicate both orally and in writing;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

DIRECTOR OF SAFETY, SECURITY AND TRANSPORTATION (Cont'd)

MINIMUM QUALIFICATIONS:

Possession of a high school diploma or a high school equivalency diploma and:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Criminal Justice and four years of experience developing and/or administering elements of a transportation program;
- OR: (B) Four years experience developing and/or administering elements of a safety program and four years of experience developing and/or administering elements of a transportation program;
- OR: (C) Four years experience in law enforcement and four years of experience developing and/or administering elements of a transportation program;
- OR: (D) A satisfactory equivalent combination of training and experience which must have included the specialized experience as contained in (A), (B) or (C) above.

PS5203

ADOPTED:

10/21/02