

Classification Title: Safety and Security Director

FLSA Status: Exempt

BRIEF DESCRIPTION: Directs security operations for the county to ensure a safe and secure environment. Manages County, contract and safety security staff and operations.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Manages the County Security Center, County Safety Program, supports the Sheriff in courthouse security operations, and directs county contract security operations.
2	L	Manages county and contract security and safety staff.
3	L	Directs departmental activities including management of personnel, compliance with federal, state, county and local safety standards, monitoring of security equipment operations and performance.
4	L	Prepares, recommends and manages budget; implements long and short-term planning, forecasts, feasibility studies and other operational requirements.

CLASSIFICATION REQUIREMENTS:

CLASSIFICATION REQUIREMENTS	
Education	Bachelor’s degree in Criminal Justice or related field.
Experience	Five years experience in government or corporate security environment.

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Board Certification as a Certified Protection Professional (CPP) within one year of hire.
Reading	Advanced
Math	Advanced
Writing	Advanced

Managerial	Receives limited direction.
Budget Responsibility	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for Countywide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Vehicle, Communications equipment, Electronic Security equipment (CCTV, Card access system, Screening equipment, metal detectors, Intercoms) calculators, computers, printers and related software.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

PROTECTIVE EQUIPMENT REQUIRED:

None.