

## **DIRECTOR OF SECURITY**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for directing, planning and implementing a comprehensive program of security for Broome County. The work is performed under the administrative direction of the Commissioner of Public Works, with considerable leeway allowed for the exercise of independent judgment in implementing the general policies and objectives of the Division of Security. Administrative supervision is exercised over the work of all division employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees, coordinates and directs the planning, development, and implementation of a Security program for the County;  
Selects personnel and maintains staffing required to meet the needs of the division;  
Develops and administers organizational and administrative procedures designed to maintain division activities on an efficient and effective basis;  
Oversees the investigation of all incidents and accidents on County property, or involving County personnel;  
Plans and directs a regular program of safety and loss prevention inspections of County property;  
Maintains effective working relationships with County departments, law enforcement agencies and the public;  
Reviews and keeps abreast of Federal, State and local policies, rules and laws which may affect the division;  
Insures compliance with Federal, State and local laws, rules and regulations regarding County property and facilities;  
Prepares reports in matters relating to security, safety and loss prevention, as needed;  
Establishes and interprets policies and procedures for all activities undertaken by the division;  
Recommends security policies to the Commissioner of Public Works;  
Prepares an annual budget for the Security Division and submits to the Commissioner with appropriate supporting material;  
Regulates all expenditures of the division.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern principles and practices of security, law enforcement, safety and loss prevention;  
Thorough knowledge of laws, rules and regulations governing actions on County property and of the County in general;  
Good knowledge of scientific methods of crime detection and criminal identification;  
Good knowledge of the proper methods and procedures used in making investigations, analyzing, finding and implementing corrective

action;  
Good knowledge of the principles, practices and techniques of administration and administrative supervision;  
Ability to establish and maintain an effective relationship with the public, employees and department heads;  
Ability to instruct and direct subordinates in security, loss prevention and safety procedures;  
Ability to express oneself clearly and effectively both orally and in writing;  
Ability to deal courteously and tactfully with the public in enforcing laws or rules;  
Resourcefulness;  
Initiative;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** EITHER:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in criminal justice or a closely related field, and four years of experience in a law enforcement agency or security force two of which must have been in a supervisory capacity; OR
- B) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in criminal justice or a closely related field and six years of experience in a law enforcement or security force, two of which must have been in a supervisory capacity; OR
- C) Graduation from high school or possession of an equivalency diploma and eight years of experience in an law enforcement agency or security force, two of which must have been in a supervisory capacity; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) or C).

SPECIAL REQUIREMENTS: Possession of a New York State drivers license.

Incumbents in this position are required by the County Legislature to reside within the county of Broome at all times during their employment in the title.