GENERAL SUMMARY
This position is responsible for managing all security operations and services for the county. This includes strategic planning, policy and procedures development, risk assessment, situational evaluations, project management, vendor management and County wide security training.

SERIES CONCEPT
This is a one incumbent classification responsible for county-wide security operations at all county facilities.

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Provide physical security safety features to mitigate risk to the County.
- Manage and direct work of contracted security vendors.
- Ensure all county sites have needed security and surveillance equipment.
- Manages a budget and exercises proper financial control over budgetary expenditures and the appropriateness of expenditures.
- Develop security objectives and plans, evaluate effectiveness, and identify and implement opportunities for improvement. Coordinate User groups. Security Committee and leadership for cross-department and County-wide projects.
- Directly supervise assigned staff, which includes hiring, training, evaluating, and disciplining.
- Develop and provide county-wide security training.
- Prepare and present staff reports and other related correspondence.
- Support development, measurement and execution of the mission, goals, and objectives of the department.
- Provide consistent interpretation and application of laws, rules, policies and procedures.
- Establish and maintain effective working relationships with County officials, employees and the public.
- Maintain regular, predictable, and punctual attendance during regularly scheduled work hours.

Other Job Functions
- Perform other job functions as assigned.

MINIMUM QUALIFICATIONS
Bachelor’s degree in public administration, criminal justice, or a closely related field; and, five years of progressively responsible security experience or any equivalent combination of education and
experience which clearly indicates the ability to perform the essential functions of the position is required.

**Licenses or Certifications**
None required

**OTHER JOB REQUIREMENTS**
Must meet travel requirements and authorize and complete a background check prior to employment.

**PREFERRED QUALIFICATIONS**
Law enforcement experience. Previous supervisory and managerial experience is highly preferred.

**SUPERVISION**
Work is performed with considerable latitude for independent judgment. Has full supervisory responsibility.

**COMPETENCIES**
Knowledge of:
- Project Management skills.
- Security systems including Physical Access Controls.
- Applicable local, state, and federal rules and regulations related to security.
- Contract management.
- Management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Problem and conflict resolution.

Skill in:
- Working with a variety of individuals from diverse backgrounds.
- Use of independent judgement and effective decision-making.
- Interpersonal communications.
- Written and verbal communications and presentations.
- Team building, leadership, and motivation.

Ability to:
- Recognize situations which threaten the safety and security of individuals and/or facilities and quickly determine the most appropriate action.
- Analyze and interpret findings, and prepare reports, procedures, and other correspondence.
- Work independently with minimal supervision and as part of a team.
- Prioritize multiple projects.
- Engage, listen, and motivate team.
- Collaborate and think globally.
- Assess and analyze situations to determine proper course of action.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
WORKING ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<table>
<thead>
<tr>
<th>Exposures</th>
<th>Frequency Working in Designated Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Frequently or often</td>
</tr>
<tr>
<td>Extreme cold (below 32 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme heat (above 100 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Communicable diseases</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Moving mechanical parts</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Fumes or airborne/blood borne</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Loud noises (85+ decibels such as heavy trucks,construction)</td>
<td>Seldom or Never</td>
</tr>
</tbody>
</table>

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from the regular work site is required.