

## CHIEF OF SECURITY

### NATURE OF WORK IN THIS CLASS

This is responsible supervisory security enforcement work.

Employees in this class are responsible for the administration of protective services in guarding government buildings and properties.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Responsible for the program and activities of security guard personnel involved in protecting government property against theft, vandalism and illegal entry.

Reviews, analyzes and evaluates program operations and determines the need for improvement such as law or policy revisions, improved methods, techniques and procedures, increased staffing to improve effectiveness.

Conducts inspections periodically to gain information on security performance in the enforcement of laws, rules and regulations.

Investigates accidents and breakdowns of government vehicles; investigates complaints involving criminal activity and submits investigative reports.

Monitors radio communication messages and responses to emergency situations.

Maintains records and prepares administrative and other reports.

Performs related duties as required.

### MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of principles and practices of management and of administrative processes.

Knowledge of modern principles, practices, and methods of security administration, organization and operation.

Ability to supervise the security function.

Ability to interpret, apply and enforce pertinent laws, rules, regulations and other program guidelines.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to assess and evaluate program deficiencies and initiate and recommend improvements.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare technical reports.

Skill in the safe use of small firearms.

#### MINIMUM EXPERIENCE AND TRAINING

- A) Three (3) years of progressively responsible technical experience in security enforcement work and two (2) years of supervisory experience, and graduation from high school; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

#### NECESSARY SPECIAL QUALIFICATION

Possession of a valid firearms permit may be required.

ESTABLISHED: JANUARY 1992  
GRADE RANGE: I



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FELIX P. CAMACHO  
Executive Director  
Civil Service Commission