

SECURITY SUPERVISOR

KIND OF WORK

Supervisory security work in directing a program of providing protection for buildings, persons and property in a large complex of state buildings.

NATURE AND PURPOSE

The employee in this class is responsible for providing supervision to a large group of Security Guards and Shift Supervisors. Responsibilities include determining and directing work assignments, providing training in proper security methods and principles, coordinating all security problems. The employee is also responsible for developing and maintaining effective relationships between the security force and the general public or governmental officials served.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assigns, supervises and directs the work of a large force of security personnel.

Assists security personnel on difficult problems and at scenes of emergency or major incidents.

Trains security personnel in proper methods and practices.

Coordinates a comprehensive capitol complex security program.

Cooperates with other law enforcement agencies.

Assists in developing emergency or routine security policies.

Provides security information to government officials or the general public.

Prepares and keeps detailed records and reports.

Supervises traffic control and enforcement of parking regulations in the capitol complex area.

Provides internal security for buildings and grounds.

Investigates complaints of drug abuse, theft, etc.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of state or campus buildings, departmental locations and emergency equipment locations.

Extensive knowledge of administrative rules, regulations and procedures governing security.

Thorough knowledge of state laws and local ordinances pertaining to law enforcement.

Considerable knowledge of the principles of effective supervision, administration and training.

Thorough knowledge of the principles of effective public relations.

Considerable knowledge of effective methods of investigation, proper safety precautions and first aid techniques.

Ability to:

Ability to direct and coordinate the activities of a large group of employees.

Ability to establish and maintain effective relationships with administrators, legislators and the general public.

Ability to interpret, explain and enforce laws, rules and regulations.

Ability to keep detailed records and write detailed reports.

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Rev.: 9/77
Ckd.: 12/92

T.C.: 5/71
Former Title(s): Capitol Complex
Security
Supervisor