CLASSIFICATION DESCRIPTION TITLE: SECURITY MANAGER

FLSA STATUS: Exempt

CLASSIFICATION SUMMARY: Responsible for coordinating daily operations of the security department. Incumbent responsibilities include prioritizing assignments; reviewing daily incident reports and activities; resolving complaints and problems; recommending policy and procedure modifications; assisting in budget preparation; updating and ensuring compliance with applicable rules, policies and regulations; and ensuring staff meet established training and certification requirements. Supervises security officers, first-level supervisors, and support staff.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintains a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

2. Bears and will use firearms in emergency circumstances requiring protection of college students, faculty, staff and visitors or for purposes of self defense.

3. Reviews, approves and determines necessary action for daily logs and incident reports prepared by lead security officers and security officers. Reviews and determines necessary action for statistics, court cases, and complaints; ensures compliance with college policies and procedures.

4. Coordinates and schedules with other college departments, law enforcement agencies, and other external sources to ensure proper planning for safety and security control at a variety of events.

5. Responds to and resolves citizen complaints, problems, concerns, crimes, and other issues; provides direction for the members of the college community concerning department regulations.

6. Manages key/lock control program; determines authorized access to specific areas of college, tracks keys and duplicates, and collects and safeguards codes and locksmith data, and supervises the campus computer-based photo ID and card access system.

7. Implements, and administers operating policies and procedures and monitors compliance.

8. Monitors and tracks budget and department information, such as maintaining balances, researching discrepancies, and preparing related financial reports.
Ensures the security vehicles and other department equipment and materials are in safe operating condition.

10. Recommends and coordinates practices to enhance asset protection, risk management, and physical security systems.

11. Maintains and oversees emergency response team evacuation procedures and crisis intervention measures.

12. Ensures the Campus fire detection and suppression system are in proper working order including, but not limited to: single station smoke detectors and monitored fire alarm systems, sprinkler systems, fire hydrants and water supply lines, standpipes, fire department connections and post indicating valves, fire pumps, halon and CO2 suppression systems as well as fire extinguishers.

13. Attends all required training sessions.

14. Performs other duties as assigned

**Training and Experience** (positions in this class typically require):
Associate's Degree in police science, criminal justice, security administration, or related field and five years related experience, including supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):
Licensing Requirements *(legally required)*:
- PA Act 235 Lethal Weapons with Firearm;
- OCAT;
- ASP baton;
- CPR/AED;
- First-Aid;
- PATH Handcuffing; and
- Valid Driver's License.
**Knowledge** (position requirements at entry):

Knowledge of:
- First Aid and CPR practices and principles;
- Principles and practices of patrol and crime prevention;
- Applicable campus, local, state, and federal laws and regulations;
- Report preparation techniques;
- Applicable theories and principles related to area of assignment;
- Strategy development principles and procedures;
- Program development and administration principles and practices;
- Public relations principles;
- Customer service principles;
- Computer operation and related software applications.
- Familiarity with current police procedure (e.g., accident investigation), security services (e.g., patrol operations), and community policing.
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Skills (position requirements at entry):
Skill in:
• Supervising and evaluating employees;
• Exercising judgment and discretion;
• Prioritizing and assigning work;
• Preparing and conducting employee training;
• Applying applicable local, state and federal laws, rules, and regulations;
• Maintaining records and preparing reports;
• Using a variety of law enforcement weapons and equipment;
• Applying and interpreting law enforcement principles and practices;
• Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
• Resolving conflict;
• Preparing and administering budgets;
• Managing change and sensitive topics;
• Operating a computer and related software applications;
• Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
• Ability to promote helping/serving philosophy reflecting the student centered priorities of the college.
• Ability to build an atmosphere of mutual respect and trust, and to promote effective conflict resolution.
• Ability to communicate effectively to enforce use of required safety precautions.
• Ability to write specifications for safety and security measures and procedures.
• Effective interpersonal skills and the ability to promote and maintain effective working relationships.
• Ability to operate computer based photo ID, fire protection, information retrieval and word processing systems.
• Ability to work with all members of the College and campus community to identify, prioritize, and resolve problems and issues.
• Ability to be a constructive member of college wide security management team

Physical Requirements:
Positions in this class typically require: standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to odors, dusts, gases, poor ventilation, extreme temperatures, disruptive people, imminent danger, and a threatening environment.
NOTE:
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Created: 9/27/07
Updated: 7/24/2008