

ASSISTANT DIRECTOR OF SECURITY

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for working with the Director of Security in administering, directing and managing the division. Depending on assignment or expertise, an employee may be involved in administrative activities, technical activities or both. The work is performed under general supervision with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over the work of all subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Director in the preparation and adjustment of plans, proposals and modifications for the operation of the division;
Participates in the selection and training of officers by interviewing candidates and recommending hiring, promotion, discipline and termination to the Director;
Oversees and is responsible for carrying out and insuring compliance with laws, rules, regulations and policies established concerning staffing and operations;
Directs and coordinates the activities of those engaged in investigations of a civil, liability, criminal or internal nature;
Ensures that subordinate staff conform to requirements of law and the policies of the security division;
Reviews court cases for county liability, accuracy and completeness;
Supervises and coordinates all training activities of the agency;
Maintains liaison with law enforcement, fire, security and intelligence organizations;
Supervises the development, revision and installation of standard or specialized training programs, outlines and materials;
Prepares and may personally conduct in-service training programs for all employees;
Conducts studies to determine training needs, establishes criteria and evaluates results;
Prepares a preliminary budget and justifications for submission to the Director;
Confers with departmental representatives, law enforcement agencies and sponsors of events held on county property to plan security, traffic flow and crowd control measures;
Reviews and keeps abreast of local, State and Federal law, policy, rules and regulations pertinent to the division;
May represent the division at conferences and meetings;
Acts in the absence of the Director.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of laws, rules and regulations governing actions on County property and of the county in general;
Good knowledge of the principles, practices, and techniques of developing, supervising and evaluating training programs;

Good knowledge of the principles, practices techniques of administration and administrative supervision;
Good knowledge of the proper methods and procedures used in making investigations, analyzing findings and implementing corrective action;
Ability to establish and maintain an effective relationship with the public, employees, and department heads;
Ability to plan and direct the work of others;
Ability to express oneself clearly and concisely both orally and in writing;
Ability to deal courteously and tactfully with the public in enforcing laws or rules;
Good powers of observation;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in criminal justice or closely related field and one year of law enforcement or security experience; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in criminal justice or a closely related field and three years law experience or security experience, one year of which must have been in a supervisory capacity; OR
- C) Graduation from high school or possession of an equivalency diploma and five years of experience in B) and one year 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) and C) above.

SPECIAL REQUIREMENTS: Possession of an appropriate level New York State Motor Vehicle Operator's License.