CLASS TITLE: Director of General Services Security

CHARACTERISTICS OF THE CLASS: Under direction, develops and administers a major security program for the Department of General Services; and performs related duties as required.

ESSENTIAL DUTIES: Develops and implements security policies and procedures to ensure the safety of departmental equipment and facilities; supervises, reviews and evaluates the work of security staff engaged in providing security for departmental facilities and equipment; assigns security personnel to storage sites, parking lots and garages; monitors the efficiency of security operations; makes recommendations to institute and upgrade security systems and devices; keeps abreast of developments in the security field, investigates the effectiveness of new systems and devices, and where practical, recommends their purchase; oversees the training of security personnel; acts as a liaison to investigating agencies on security and incident investigations; schedules security personnel's work assignments and vacation times; prepares reports on security operations.

MINIMUM QUALIFICATIONS:

Training and Experience. Five years of progressively responsible security operations experience including three years of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Comprehensive knowledge of security policies, programs and procedures. Considerable knowledge of the methods and techniques of providing building, property and equipment security. Considerable knowledge of manpower requirements for security operations.

Ability to assess security operations for possible deficiencies. Ability to determine the severity of security violations and emergencies and respond appropriately.

Considerable skill in designing and implementing security programs. Considerable skill in training employees in security operations. Good oral and written communications skills.

Working Conditions. General office environment; may be exposed to unfavorable atmospheric conditions or extreme temperatures.
CLASS TITLE:  Director of General Services Security (Cont'd)

Equipment.  Standard office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.