

POSITION DESCRIPTION		AGENCY/DEPT ID DAS106490
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE DAS Security Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005694	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update			Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree		
	USUAL WORKING TITLE OF POSITION DAS Security Administrator			POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005692 Deputy Director 5		
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative		Bargaining Unit 22 Page 1 of 2	
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 pm Report in location & work hours subject to change					
JOB DESCRIPTION AND WORKER CHARACTERISTICS						
	%	Job Duties in Order of Importance			Knowledge, Skills & Abilities	
	55	Serves as agency manager for homeland security & anti-terrorism: represents Director of Department of Administrative Services (DAS) as security & anti-terrorism consultant on Homeland Security Forum, State of Ohio Security Task Force, Advisory System Response Committee; serves on DAS Internal Security Review Team; serves as liaison to & coordinates efforts with State of Ohio Homeland Security Office; supervises staff; participates in state security strategic planning process; develops & implements agency security policies & procedures; analyzes impact of legislation & laws on building security measures; researches new security systems/technology & prepares recommendations to higher-level management & customer agencies; identifies security legal issues & makes recommendations with regard to privacy, security, procurement & contracting; monitors & analyzes legislation, government budgeting process, proposed rules, administrative rules, state & federal regulations for actions with potential consequences on security of state buildings; required to wear pager &/or carry cell phone; responds to systems emergency situations 24 hrs/day, 7 days/week which may require overtime or call back.			Knowledge of (1) management practices; (2) budget development & cost accounting; (3) employee training & development; (4) supervision; (5) facility security & assessment methodologies & practices; (6) public relations; (7) security system design & function; (8) homeland security & anti-terrorism methods; (9) agency policies & procedures*; (10) government structure & process*. Skill in (11) use of personal computer & associated hardware/software (e.g., MS Word, Excel, Outlook). Ability to (12) apply principles to solve practical, everyday problems; (13) recognize unusual or threatening conditions & take appropriate action; (14) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (15) prepare meaningful, concise & accurate reports; (16) effectively communicate technical & non-technical information to diverse audiences; (17) respond to systems emergency situations on 24X7 basis; (18) carry cell phone or wear pager.	
					*developed after employment	
JOB CODE 63216	List Position Numbers & Job Titles of Positions Directly Supervised:			SIGNATURE OF AGENCY REPRESENTATIVE		
	20005724 Security Supervisor 20005735 Security Supervisor 20005741 Program Administrator 1			DATE		

Apld 2.9.17aw

JOB CODE TITLE
Management Analyst Supervisor 2

