

POSITION DESCRIPTION		AGENCY/DEPT ID DAS106285
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 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 General Services Division's Security Manager & State of Ohio Computer Center (SOCC) Security Coordinator; 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.			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.	
				*developed after employment	
JOB CODE 63216	List Position Numbers & Job Titles of Positions Directly Supervised: 20005730 Administrative Assistant 2 20005726 Security Officer 1 20005741 Administrative Assistant 2 20005751 Security Officer 1 20005724 Security Supervisor 20005729 Security Officer 1 20005734 Security Supervisor 20005738 Security Officer 1 20005735 Security Supervisor 20005725 Radio Operator 20005728 Radio Operator 20076583 Security Officer 1			SIGNATURE OF AGENCY REPRESENTATIVE DATE <i>Jeffrey Westhoven/a</i> 6/24/09	

apd 7-9-09 cel

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NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 pm Report in location subject to change				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Consults with state agency representatives to conduct facility assessments: analyzes current security measures, effective use of security staff, adequacy of security equipment & impact on building tenants & visitors; makes recommendations for system & operational improvements; prepares cost estimates for new systems; designs facility security systems for upgrades, facility renovations & new construction (e.g. access control, closed circuit television, safety/security policies/procedures, building specific special needs); guides agencies through process of addressing security weaknesses; prepares capital security budget & monitors expenditures to ensure compliance with fiscal goals.	Knowledge of 1, 2, 3, 5, 6, 7, 8, 9*, 10 Skill in 11 Ability to 12, 13, 14, 15, 16
20	Participates in development of Emergency Action Plans for all state-owned & leased buildings under DAS management, in cooperation with tenants & building managers: analyzes security training plans & recommends improvements; develops security training materials for state agencies; works with outside law enforcement agencies when necessary; communicates security concepts to diverse audiences; attends seminars & classes to stay current on security technology & issues.	Knowledge of 1, 2, 3, 5, 6, 7, 8, 9*, 10 Skill in 11 Ability to 12, 13, 14, 15 16
This position is overtime exempt & works as an essential employee.		
Position Specific Minimum Qualifications 24 mos. exp. or 24 mos. trg. in analyzing facility security measures & making written recommendations. 24 mos. exp. or 24 mos. trg. designing facility security systems for upgrades, renovations & new facility construction.		
*developed after employment.		

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