

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106285

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
DAS Security Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005741

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Security Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:
Administrative

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

From 7:00 a.m.

To: 4:00 p.m.

Report in location & work hours subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
75	Under direction of Department of Administrative Services (DAS) Safety & Security Services Administrator, relieves supervisor & plans & coordinates General Services security program: formulates & implements policy for Command Center (e.g., card access, CCTV, Personnel Policies, Command Center Security); evaluates effectiveness of security measures; conducts audits for card access; recommends policy & procedure changes; implements new & revised security methods; supervises security personnel on various shifts (e.g., schedules employees' work hours for adequate coverage, provides work direction, attends or conducts staff meetings to communicate work assignments & updates, evaluates performance, approves payroll, administers discipline); schedules training related to security & safety (e.g., first aid, CPR); monitors patrolling of building & grounds; responds to system emergency situations 24 hrs/day, 7 days/week which may require overtime or call back; required to carry cell phone.	Knowledge of (1) security practices & procedures; (2) supervisory principles/techniques; (3) employee training & development; (4) First Aid & CPR*; (5) public relations. Skill in (6) operation of electronic detection equipment (e.g., 2-way radio equipment, PIPE, CCTV, AED, building's life safety equipment*, personal computer & related software*). Ability to (7) recognize unusual or threatening conditions & take appropriate action; (8) deal with problems in familiar & unfamiliar situations; (9) recognize safety warnings; (10) define problems, collect data, establish facts & draw valid conclusions; (11) develop standard operating procedures; (12) demonstrate physical fitness to walk, stand for long periods, bend, use hands, move fingers, (13) secure & maintain valid driver's license as required by shift/assignment; (14) respond to system emergency situations on 24X7 basis; (15) carry cell phone.
25	Performs related administrative duties: conducts investigations as assigned (e.g., security officer complaints, employee disciplinary infractions, security violations); reviews & approves accident, employee injury & theft reports; assists with budget preparation; coordinates & assists with situations involving State Highway Patrol; maintains records, inventory & equipment (e.g., accident reports, timesheets, rosters, disciplinary actions, security reports); assigns security equipment & vehicles to staff; participates in meetings & educational seminars.	Knowledge of 1, 4*, (16) investigation techniques; (17) inventory control. Skill in 6* Ability to 7, 8, 9, (17) prepare meaningful, concise & accurate reports. *developed after employment.

JOB CODE TITLE
Program Administrator 1

JOB CODE
63122

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

Jeffrey Westhousen

DATE

9/20/12

Appl 9.26.12 @ 12