

<h1 style="margin:0;">POSITION DESCRIPTION</h1>	<b>OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</b>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION General Services Division	
	UNIT OR OFFICE DAS Security Services	

POSITION NUMBER 20005734	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change		County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Security Supervisor	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005694 Management Analyst Supervisor 2		
	NORMAL WORKING HOURS (Explain unusual or rotating shift) Hours/shifts location may vary – on call 24 hrs./day, 7 days/week			Page 1 of 1
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
JOB CODE TITLE Security Supervisor  JOB CODE 46115	50	Under direction of Department of Administrative Services (DAS) Safety & Security Services Administrator, plans & coordinates General Services Division's security program: evaluates effectiveness of security measures; recommends policy & procedure changes & implements new & revised security methods; supervises security officers on various shifts; schedules employees' work hours for adequate coverage; provides training in security & safety areas, (e.g., first aid, CPR.); assigns security officers to various posts within their building; recommends discipline for direct reports; reviews employees' timesheets for correctness.	Knowledge of (1) agency security practices & procedures*; (2) supervisory principles/techniques; (3) employee training & development*; First Aid* & CPR* (4) public relations Skill in use of (5) operation of electronic detection equipment (e.g., 2-way radio equipment, PIPE, CCTV, AED, building's life safety equipment, personal computer). Ability to (6) recognize unusual or threatening conditions & take appropriate action; (7) deal with problems in familiar & unfamiliar situations; (8) recognize safety warnings; (9) define problems, collect data, establish facts & draw valid conclusions; (10) prepare meaningful, concise & accurate reports; (11) demonstrate physical fitness to walk, stand for long periods, bend, use hands, move fingers, (12) secure & maintain a valid Ohio driver's license as required by shift/assignment.	
	35	Conducts investigations of security officer complaints, disciplinary infractions & security violations: prepares theft, accident, & employee injury reports; coordinates & assists with situations involving State Highway Patrol; appears before administrative hearings on employee discipline; monitors patrolling of building & grounds & substitutes for absent security officers.	Knowledge of 1, 4 Skill in 5 Ability to 6, 7, 8, 9	
	15	Maintains all security related documentation, inventory & equipment (e.g., accident reports, timesheets, rosters, disciplinary actions, security reports): assigns security equipment & vehicles to staff.	Knowledge of 1 Ability to 10	
List Position Numbers and Class Titles of Positions Directly Supervised:			*developed after employment	
20005727 Radio Operator    20072350 Security Officer 1 20005736 Radio Operator    20076582 Security Officer 1 20005739 Radio Operator    20005755 Security Officer 1 20005740 Radio Operator		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/2/08	

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