

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
DAS Security Services

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Security Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005694 (16003.0) Management Analyst Supervisor 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
On call 7 days a week, 24 hours a day.

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
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

\*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:  
 20005731 Security Officer 1    20072328 Security Officer 1  
 20005732 Security Officer 1    20005723 Security Officer 1  
 20005746 Security Officer 1  
 20005750 Security Officer 1  
 20005748 Security Officer 1  
 20005754 Security Officer 1

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoven/ee*

2/7/08

POSITION NUMBER  
20005735 (17208.0)

JOB CODE TITLE  
Security Supervisor

JOB CODE  
46115

*20005735*