

ADMINISTRATIVE MANAGER OF SECURITY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for managing, directing and supervising the internal investigative, technical and clerical activities in the Division of Security Services. The work is performed under the general supervision of the Director of Security Services with a wide leeway allowed for the use of independent judgement. Supervision is exercised over the appropriate Divisional employees in these activities. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews and implements new or changing laws, policies and procedures directly affecting the Division and/or its officers;

Conducts internal investigations and resolves complaints against the Division, its officers, and other County employees;

Receives, distributes and maintains intelligence and correspondence with Federal, State and local law enforcement agencies;

Coordinates and performs the Division's pre-employment screening program while maintaining contact with department heads to ensure appropriate practices;

Manages and conducts internal investigations involving Worker's Compensation fraud assigned by Risk & Insurance;

Oversees the County identification system, the County key and lock system, and the County parking lots, as well as all related access control systems;

Participates in recruiting, interviewing, hiring and training qualified candidates for positions within the Division;

Plans, assigns and supervises the activities of the office staff;

Reviews and monitors Divisional records such as employee's daily activity/payroll sheets and parking reports, as well as chargebacks and other financial reports regarding fees for services, and resolves discrepancies;

Prepares long range planning and evaluation studies regarding the Division's services, policies and procedures and makes recommendations;

Submits recommendations for the yearly budget to the Director;

Reviews chargeback customer's incident reports to determine trends, develop solutions and implement corrective actions;

Coordinates, directs and teaches at the mandated New York State Department of Criminal Justice Services Peace Officer Academy;

Ensures that the Division's employee certifications are kept current by monitoring the availability of State mandated training programs and registers the appropriate employees in the programs as needed;

Develops, coordinates and implements specialized on-the-job training programs for employees of the Division;

Maintains the Division's equipment inventory, recognizes the Division's needs, and implements purchasing which includes coordinating with both vendors and the County's purchasing department;

Maintains Armorer's status and manages the Division's armory;
Coordinates setup of a temporary Security Office for various County events and schedules the appropriate staff to ensure adequate coverage for the same;
Coordinates staff for event parking at all Arena events;
Supervises and schedules the County's money transfer officer;
Administers the Division's confiscated/lost and found procedures and the maintenance of said property;
Administers the Division's evidence procedures and acts as custodian in regards to the maintenance of all property tagged as evidence and the chain of custody;
Reviews all pending Divisional court cases and submits the associated documentation to the proper agencies and courts;
Attends meetings and conferences as a representative of the Division;
May testify at criminal and non-criminal matters;
May act in the absence of the Director.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of laws, rules and regulations that govern actions on County property, and of the County in general;
Good knowledge of the methods and techniques used to develop, coordinate, implement and evaluate training programs;
Good knowledge of the proper procedures used in conducting investigations, analyzing findings and implementing corrective actions;
Ability to interpret laws, regulations and policies and train others in their application;
Ability to establish and maintain effective working relationships with the public, department heads, employees and various criminal justice agencies;
Ability to plan, direct and supervise the work others;
Ability to communicate effectively, both orally and in writing;
Ability to effectively present information to small and large groups during training/informational sessions;
Ability to deal courteously and tactfully with the public in enforcing laws and rules;
Ability to analyze and interpret data;
Ability to maintain confidentiality;
Good powers of observation;
Good judgement;
Initiative;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Criminal Justice, Public or Business Administration, Social Science, or closely related field and two years experience as a Police Officer or New York State Peace Officer in a law

enforcement agency as designated by the New York State Criminal Procedure Law, one year of which must have included duties requiring possession of a N.Y.S. Pistol Permit and completion of the N.Y.S. Firearms Long Course; OR

- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Criminal Justice, Public or Business Administration, Social Science, or closely related field, two years managerial and supervisory experience, and two years experience as a Police Officer or New York State Peace Officer in a law enforcement agency as designated by the New York State Criminal Procedure Law, one year of which must have included duties requiring possession of a N.Y.S. Pistol Permit and completion of the N.Y.S. Firearms Long Course; OR
- C) Graduation from high school or possession of an equivalency diploma, four years managerial and supervisory experience, and two years experience as a Police Officer or New York State Peace Officer in a law enforcement agency as designated by the New York State Criminal Procedure Law, one year of which must have included duties requiring possession of a N.Y.S. Pistol Permit and completion of the N.Y.S. Firearms Long Course; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

SPECIAL REQUIREMENTS AT THE TIME OF APPOINTMENT:

- 1) Eligibility for possession of a pistol permit.
- 2) Possession of the appropriate level New York State Motor Vehicle Operator's License.

SPECIAL REQUIREMENTS DURING THE PROBATIONARY PERIOD:

- 1) Must obtain certification as an Armorer for the appropriate Divisional firearms.