

## SECURITY SUPERVISOR

112-E

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for supervising staff performing security functions for the Sullivan County Sheriff's Department. In addition to supervisory responsibilities, duties may also involve assisting in routine and confidential investigations and performing administrative details related to the security function. Work is performed under the supervision of a deputy sheriff of a supervisory rank who will act as a liaison between the security division and road patrol.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assigns hours and prepares work schedules for the security staff;

Assigns work and/or delegates specific tasks to employees;

Patrols County property in automobile or on foot to ensure that people obey appropriate Federal, State and County laws relative to public order on County property and to look for damage, vandalism, safety hazards or unusual occurrences and corrects same or takes appropriate action;

Conducts training and operational orientation sessions with security staff;

Meets with Sheriff's administrative personnel and/or personnel from other County departments to determine security needs and risks;

Recommends budget appropriations needed to perform the security function;

Establishes and maintains a variety of records and logs related to security services;

Attends meetings, training conferences and similar seminars pertaining to public safety, as requested;

Maintains liaison with Sheriff's Patrol Division as well as other law enforcement agencies;

May perform special duties as assigned by the Sheriff or his/her representative.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of the principles and practices used in providing safety and security services; good knowledge of the geography of the County, including the physical layout of the County facilities; good knowledge of the basic equipment and/or property inventory of the Sheriff's Office – Security Division; ability to plan, evaluate and supervise the work of assigned personnel; ability to establish and maintain records and reports; ability to establish effective working relationships with management personnel, subordinates and the general public; integrity and honesty; and sound professional judgment.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as a police officer, deputy sheriff or in a safety/security position requiring possession of a New York State Security Guard License, including one year experience in a supervisory capacity.

*SPECIAL REQUIREMENT*: Possession of an appropriate class valid driver's license and eligibility for a pistol license.

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Originated: 4/18/07  
Jurisdictional Class:Competitive  
Public Hearing:N/A  
NYS Civil Service Commission Approval: N/A

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Revised and Replaced in Classplan: 3/9/2023