



CLASS SPECIFICATION

Class Code: 60018475
Date Established: 03/2018
Last Reviewed: 05/2022
Last Revised: 05/2022
Last Title Change:
FLSA: exempt
Probation: 12 months

COUNTY SECURITY ADMINISTRATOR

DEFINITION

Under general direction of the County Manager, administers the County's security program to provide for the safety and security of people and property at County owned and operated facilities.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in security and management, corporate security, criminal justice, public administration or a closely related field AND five years of full-time experience in a security related field; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises no direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Manage and administer countywide contracts for equipment, armed and un-armed security guards and monitoring services related to security, coordinate with various law enforcement agencies, specifically the Washoe County Sheriff's Office, the Reno Police Department and the Sparks Police Department, and County Emergency Management.

Provide security consultant services to all County offices and departments, and affiliated agencies, including those located within the County Administration Complex, Court facilities and other locations by analyzing and evaluating security operations to identify risks or opportunities for improvement to mitigate potential consequences.

Manage and administer County Threat Assessment (Workplace Violence) Team to investigate employee and contractor complaints of physical threats and harassment, assessment of threat level to the County and respond appropriately to protect employees, contractors, and the public.

Testify in legal proceedings regarding threats to the workplace and criminal activity against the County and its employees.

Investigate security related incidents occurring at County facilities, identify appropriate follow up agency (law enforcement, Human Resources, Workplace Violence Team, Human Services) to continue investigation and develop solutions to mitigate future risk to the County; include review and sharing of video camera footage to appropriate agencies investigating activity at County facilities.

Coordinate with Regional Radio system to maintain and administer radio communications throughout the County between security, contract and County staff.

Manage and administer Countywide maintenance and replacement schedule for x-ray screening equipment and metal detectors.

Manage parking enforcement for County parking facilities including parking lots and garages for County locations; mitigate unauthorized parking and removal of abandoned vehicles.

Create security standards, policies and procedures and incident response plans to protect individuals and properties against threats or violence.

Coordinate with existing technology staff and make recommendations on installation and operation of existing and proposed security systems including facility alarms, closed circuit televisions, intrusion alarms, backup electrical support, emergency notifications, access control, keys and badging, and card access control.

Analyze physical security and protective measures with County facilities; formulate solutions and implement appropriate processes to respond to threats and ongoing alerts; coordinate with state and local law enforcement agencies to ensure the safety of County employees and County owned and operated facilities

Coordinate with the County Communications Division to provide adequate information to staff and the public as necessary and applicable using established protocols.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Relevant equipment, policies, procedures, and strategies to promote effective security operations for the protection of people and property within County facilities.

Organizational structure, systems and functions of Washoe County and related local entities.

Laws, legal codes, court procedures and government regulations as they pertain to area of assignment.

Ability to:

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Quickly make sense of, combine, and organize information into meaningful patterns.

Make recommendations to improve security methods to optimize safety for persons and property.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Business principles and techniques involved in administering security contracts and coordination of people and resources.

Current developments, trends, and practices of security management.

Investigative practices and techniques to include interviewing and recording data.

Dissemination of communication techniques and methods.

Ability to:

Act with integrity; exercise appropriate discretion and maintain confidentiality of information.

Remain calm, think clearly, exercise sound judgment and logic, and act decisively in stressful situations.

Analyze information/situations and complex problems, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Evaluate security administration, including processes and procedures, to determine their effectiveness and efficiency.

Understand the implications of new information for both current and future problem-solving and decision-making.

Operate a computer and a variety of software packages.

Interpret and apply regulations, codes, ordinances, policies, and procedures.

Communicate information and ideas, both orally and in writing, in an understandable manner.

Write correspondence, memoranda, administrative summaries, reports, and other documents in a clear, concise manner to address the desired audience, using correct grammar and word usage.

Use effective listening and demonstrate empathy when dealing with the public.

Effectively represent the department to the public, elected officials, law enforcement and the media.

Establish, maintain and foster positive, harmonious and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Must be willing and able to work in a standard office environment, and to travel to countywide facilities. Ability to lift and move objects weighing up to 25 lbs. Corrected hearing and vision to normal range.

Must be willing and able to work during a disaster or emergency situations.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.