

DEPARTMENT: COMMUNITY COLLEGE
CLASSIFICATION: COMPETITIVE
APPROVED: FEBRUARY 9, 2015

SENIOR SECURITY OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position in which incumbents are responsible for maintaining the security and safety of students, campus personnel, and college property; for enforcing campus regulations; and for obtaining the appropriate assistance when medical emergencies or criminal incidents occur. The incumbent is responsible for supervising security work, fire prevention, and for the enforcement of traffic and safety regulations by staff, visitors, and students on campus. General supervision is received from the Director of Security and direct supervision is exercised over Campus Security Officers. The incumbent exercises independent judgment and is allowed wide latitude in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises and performs security work, fire prevention, and safety enforcement;
2. Conducts periodic inspection tours to ensure that security, safety, and fire prevention regulations are adhered to;
3. Performs special studies and investigations;
4. Provides advice and recommends improvements on security, safety and fire prevention matters;
5. Responds to calls for assistance to ensure that persons and property are adequately protected;
6. Assists in organizing and conducting in-service training programs for security personnel;
7. Assists in providing fire prevention instructions to all employees;
8. Maintains an appropriate system of records and prepares reports;
9. Supervises and performs enforcement of traffic and parking regulations;
10. Participates in medical, fire, police, and general safety training programs;
11. When necessary, performs the duties required of a Campus Security Officer.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of standard police communication codes; working knowledge of police procedures, law enforcement, and investigative techniques; working knowledge of a variety of State, County and municipal laws as well as campus rules and regulations; good knowledge of practices and procedures required to ensure security of buildings, grounds and equipment; good knowledge of safety precautions necessary to eliminate existing and potential security, safety and fire hazards; good knowledge of the maintenance and use of fire extinguisher and similar fire fighting equipment; working knowledge of rudimentary first aide; ability to supervise the work of others; ability to speak clearly and communicate effectively with others; ability to understand, interpret and carry out written directions; ability to operate alarm detection and control equipment, closed circuit television, and related systems; ability to prepare clear, accurate and comprehensive factual written reports; ability to understand the feelings that people express in their speech, mannerisms, expressions and actions, as they affect the conduct of law enforcement; ability to respond to feelings and initiate adaptive social behavior in the campus community by careful and concise explanation and persuasion; ability to remain cool and decisive in emergency and stressful situations; ability to interpret laws, rules, and regulations as they apply to law enforcement situations, in particular the Criminal Procedure Law, the Penal Law, the Vehicle and Traffic Law, and Niagara County Community College policies and Regulations; ability to stand and/or walk for long periods of time; ability to properly operate a motor vehicle; willingness to work with others; good judgment; tact; courtesy; dependability; initiative; resourcefulness; dependability; resourcefulness.

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SENIOR SECURITY OFFICER CONTINUED

MINIMUM QUALIFICATIONS:

PROMOTIONAL:

Three (3) years of permanent competitive status as a Campus Security Officer at Niagara County Community College.

OPEN COMPETITIVE:

Graduation from high school or possession of an equivalency diploma;

AND: Completion of sixty (60) credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a minimum of six (6) credit hours in a criminal justice course **and** six (6) months of paid supervisory experience in this field;

OR: Two (2) years of paid experience in a security or law enforcement related field,* **and** six (6) months of paid supervisory experience in this field; Candidates must have dealt directly with the public;

OR: Possession of a certificate of completion of training from the Municipal Police Training Council **and** six (6) months of paid supervisory experience in this field.

NOTE:

1. Experience as a building watch-person or clerical experience in the criminal justice field does not qualify.
2. Verifiable part-time experience will be pro-rated towards meeting the experience requirement.
3. **DRUG-SCREENING TEST:** Prior to appointment, candidates will be required to participate in a drug-screening test. Candidates who fail the drug-screening test will be restricted from certification on the certified eligible list.
4. Conviction of a felony will bar and conviction of a misdemeanor or other offense may bar candidates from examination and appointment.

SPECIAL REQUIREMENTS:

1. Candidates must possess a valid New York State Vehicle operator's license at time of appointment.
2. Candidates must be registered with the New York State Department of State as a Security Guard at time of appointment.