



SECURITY & EMERGENCY MANAGEMENT SUPERVISOR

Job Description
August 28, 2014

Position Summary

Supervise the operations of the Emergency Communication Center and the Security and Emergency Management (SEM) Coordinators providing integrated security system management and dispatch services, as well as, engages in program level proactive security and emergency management initiatives and programs that provide for a safe and welcome learning environment.

Supervision Received

Report to the Security and Emergency Management Manager.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Supervise Emergency Communications Center (ECC) staff, including selection, training, performance management and resolving employee issues/problems; consult with SEM Manager on serious staff problems and/or disciplinary issues.

Maintain appropriate staffing levels in the Emergency Communication Center (ECC) including scheduling time off; maintain employee time records and reports.

Coordinate the documentation of SEM ECC policies and procedures, including annual review and up to date job descriptions and on-going in-service needs.

Schedule contract security and off duty police details for permit and other District related events.

Maintain integrity of all data compiled in the ECC and create reports as appropriate.

Maintain and keep updated all emergency contact lists and procedures.

Perform security system management/dispatch duties as assigned, including:

- Video surveillance.
- Card Access.
- Alarm Systems.
- Emergency Communications.
- Manage response to alarms and/or requests for service.

Act as a resource on security issues for staff throughout the District.

Conduct proactive system audits including:

- Conducting virtual patrol tours of sites, responding to alarms and detecting suspicious activity.
- Conducting security hardware inspections, testing equipment and completing site surveys.

SECURITY & EMERGENCY MANAGEMENT SUPERVISOR

2

Responsibilities (continued)

- Collecting security lighting data, and preparing inspection reports related to malfunctioning equipment in need of repair.
- Receiving and coordinating after hours card access requests and responding to issues.

Operate District vehicle to provide mobile/on-site functions.

Work with SEM staff to:

- Conduct crime prevention through environmental design (CPTED) audits of district schools and facilities.
- Monitor and assist with required sited drills and exercises.
- Coordinate SEM assistance in the area of threat assessment.
- Assist in the investigation, location and reunification of lost, truant, or missing students.
- Assist with non-scheduled student transportation that may pose a safety/security risk.

Promote a positive image of the school district at all times.

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Considerable knowledge of ECC operations and supervision.

Considerable knowledge of the ICS (Incident Command Structure) and NIMS (National Incident Management System) and the ability to interface with the Emergency Operations Center (EOC).

Considerable knowledge of security technology including: closed circuit television (CCTV), Access Control, Radio Communications and related systems.

Considerable knowledge of security and emergency management operations and practices.

Considerable knowledge of most facets of security and emergency management including threat and bomb threat assessment.

Working knowledge of national, state, and local public safety and emergency management mandates required of schools.

Working knowledge in security assessment and techniques including emergency preparedness planning.

Working knowledge of hazard identification and risk assessment including Crime Prevention through Environmental Design (CPTED).

Strong communication skills (writing, speaking, and listening).

Strong interpersonal skills, and the ability to develop successful relationships with district staff, students, families, and community partners.

Considerable ability to lead and supervise ECC staff.

SECURITY & EMERGENCY MANAGEMENT SUPERVISOR

3

Knowledge, Skills and Abilities (continued)

Considerable ability to manage resources.

Considerable ability to handle and maintain sensitive and confidential information.

Considerable ability to assume responsibility, display initiative, and exercise good judgment in high stress environments.

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Ability to successfully complete any SEM recommended training involving threat assessment, CPTED, conflict resolution, verbal judo and any other related training.

Minimum Qualifications

Bachelor's degree in public safety or a related field and two years of experience in security, the law enforcement/criminal justice systems, law enforcement 911 dispatch, emergency management, or related fields. (Equivalent combinations of education and experience will be considered.)

Must have a good driving record with no more than three (3) moving violations in the previous 10 years and with no suspensions or revocations within the two-year period prior to the date of the appointment (suspensions for parking related offenses excluded). Please note that a candidate's driving record will be reviewed prior to an offer of employment.

Preferred Qualifications

Supervisory experience.