



CLASS TITLE | CITY SECURITY ADMINISTRATIVE SUPERVISOR

PAY GRADE: EX-32| www.cityoftulsa.org/pay

Class Code: 2091

Effective Date : 12/21/2022

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for the direct oversight of the City of Tulsa Security Officers at City facilities and working on City property, including the coordination of work efforts and maintenance of work schedules to provide 24/7 security for all City employees, citizens, and guests and protecting City facilities and property against trespass, vandalism, theft, and fire; and performs other related assigned duties.

ESSENTIAL TASKS:

- Maintains a master work schedule of each post, ensuring adequate staffing and coverage to ensure the safety of internal and external customers
- Ensures and maintains required continuing education training records for security officers
- Maintains records of all licensing for all staff, including, but not limited to Council on Law Enforcement Education and Training (CLEET) and other applicable state licenses required to hold their position
- Supervises security officers, working with both internal and external customers to ensure adherence to City of Tulsa and Public Safety and Security Policies and Procedures,
- Maintains maintenance schedules and records for life safety and security equipment, ensuring all equipment is in good working order
- Performs routine inspections of security officer's uniforms, appearance, equipment and work areas, providing correction and ensuring the security image is enhanced by providing courteous service
- Responds to customer concerns, using training and best practices in de-escalation and conflict resolution
- Provides verbal and written reports to management on work related activities including visitor logs, threat assessments and tenant reports
- Purchases equipment, and supplies for the work area
- Acts as a liaison between the department, other City departments, external customers, and governmental agencies to ensure the accuracy of information and the safety of all involved parties
- Performs outreach to the City's homeless population, including working with private organizations to provide housing for displaced persons and working with law enforcement, if necessary
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 120:

1. (a) Completion of 120 hours from an accredited college or university including coursework in fields relevant to the essential tasks listed in this job description; **and**,
(b) Two (2) years' experience relevant to the essential tasks listed in this job description; **and**
(c) *Experience in armed security, code/law enforcement, or investigations is preferred; or*,
2. (a) Graduation from high school or possession of a General Education Development (GED) certificate; **and**
(b) Six (6) years' experience relevant to the essential tasks listed in this job description; **and**
(c) *Experience in armed security, code/law enforcement, or investigations is preferred.*

Knowledge, Abilities and Skills:

Knowledge of:



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- Considerable knowledge regarding applicable local, state, and federal regulations regarding security of public facilities
- Considerable knowledge of Oklahoma inmate work rules and Prisoner Rape Elimination Act (PREA)
- Knowledge regarding applicable laws and best practices in securing Class A multi-tenant and municipal government facilities and properties
- Knowledge of City of Tulsa Policies and Procedures

Ability to:

- Ability to input requisitions to purchase materials, supplies, and equipment according to the City's policies and procedures
- Ability to prepare reports, working with City departments, to ensure compliance with applicable laws
- Ability to maintain accurate records
- Ability to courteously and tactfully communicate with a diverse customer base
- Ability to communicate effectively, both orally and in writing
- Ability to operate, maintain, and perform minor maintenance to automotive vehicles, such as changing a flat tire or checking a vehicles oil
- Ability to quickly and objectively determine the appropriate course of action in rapidly changing situations

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to, walking, standing, reaching, bending, kneeling, handling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

1. Possession of a valid Oklahoma Class "D" Driver License; **and**
2. Possession of a valid Oklahoma CLEET Armed Security Guard license; **and**,
3. An Armed Private Investigator License or a Combination License required within six (6) months of date of hire.
4. Some positions may be required to possess a Class "A" Commercial Driver's license with applicable endorsements, as approved by management.

WORKING ENVIRONMENT: Working environment is indoors and outdoors and in inclement weather. May be exposed to the following: violent actors wishing to do harm to others or property, hazardous materials, animal waste/dead animals, flammable liquids, radiation, traffic, cramped work areas, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum/fiber optic lines, rough terrains, cutting/chipping/grinding, hazardous/toxic atmospheres, sewage, damp/wet surfaces, snow/ice covered surfaces, animal bites, snake bites, insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, confined spaces, compressed gases, high noise areas and refuse/garbage/litter.

EEO Code: E-02

Group: Public Safety

Series: Public Safety Technical