

CLASS TITLE: FACILITIES SECURITY COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision supervises the security operations at City facilities and performs other related assigned duties.

ESSENTIAL TASKS:

- Hires, supervises and coordinates the work of security personnel and in some positions acts as liaison with contracted security company
- Plans, develops, oversees, and enforces policies and procedures concerning security and safety
- Evaluates needs, purchases and inspects electronic surveillance, fire, and other security systems to insure proper functioning
- Acts as a liaison between the City facilities and various departments
- Assists visitors to the City facilities by providing information
- Opens the City facilities to the public and secures at closing time in some positions
- Assists in the design of officers training and continued education
- Ensures all locations fully staffed and work scheduled to accommodate needs
- Maintains appropriate security and safety records
- Ensures the enforcement of City's rules and regulations
- Ensures City of Tulsa Security Agency records current to comply with CLEET rules
- Conducts scheduled safety meetings
- Selects, supervises, and schedules the work of Courtesy Guides and volunteers in some positions
- Coordinates internal investigations and prepares follow up reports in some positions
- Acts as Security Manager as needed in some positions
- 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: Graduation from an accredited college or university with an associate's degree in business or public administration or a related field; and four (4) years of experience in security work, including supervisory experience overseeing security agency operations and prisoners in an outdoor environment in some positions; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of the principles and techniques of security work; good knowledge of Department of Corrections (DOC) policy for inmates in an outdoor environment; and some knowledge of building maintenance and custodial care. Ability to understand and effectively carry out written and verbal instructions and to prepare reports; ability to resolve situations requiring the exercise of good judgment; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 60 pounds; may be subject to walking, standing, reaching, balancing, bending, kneeling, crawling, handling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of valid Oklahoma Class "D" Operator's License; and CLEET Certified Armed Guard and Private Investigator's licenses in some positions.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office environment and occasionally outdoors.

Class Code: 3002

EEO Code: E-03

Pay Code: EX-32

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Group: Cultural, Legal and Sciences

Series: Museum

Effective date: January 04, 2008