COUNTY SECURITY ADMINISTRATOR

DEFINITION

Under general direction, 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.

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

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

Establish, foster and maintain effective working relationships with local law enforcement agencies, County staff, Boards and Commissions and the general public.

**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.

Dissemination of communication techniques and methods.

**Skill to:**
Identify complex problems and review related information to develop and evaluate options and implement solutions.

Use logic and reasoning to identify the strengths and weaknesses of solutions, conclusions or approaches to problems.

Determine how a system should work and how changes in conditions and operations will affect outcomes.

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.

**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.

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

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

Communicate information and ideas, both orally and in writing, so others will understand.

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

**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.*