

[Go Back](#)**NASSAU COUNTY****Title : ASSISTANT SUPERVISOR OF
SECURITY****SCHOOL DISTRICTS****Code: 470135 WGP****CLASS SPECIFICATION****Page : 1 of 1****Competitive****GENERAL STATEMENT OF DUTIES**

Assists in supervising the operation of a school district security force; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, this is an important position requiring supervision of all operations of the district wide security force and attention to administrative detail.

TYPICAL DUTIES

1. Assigns and supervises security personnel.
2. Assists the Supervisor of Security and makes recommendations for improved operations.
3. Alerts outside police agencies and advises school administration on specific problems when necessary.
4. Prepares periodic reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of the duties and responsibilities of a security force for a large buildings and grounds plant.
2. Ability to think and act quickly in emergencies.
3. Ability to plan and to supervise the work of subordinate supervisory personnel.
4. Ability to establish and maintain effective working relationships with subordinates, associates and the public.
5. Ability to make oral and written reports.
6. Ability to operate a two-way radio.

MINIMUM QUALIFICATIONS**Training and Experience**

Graduation from high school

and

Three years of responsible experience in law enforcement or security operations, including at least one year in a supervisory capacity.

NOTE: Experience, as outlined above, in excess of the three-year requirement may be substituted for education on a year-for-year basis up to a maximum of two years.

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