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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : SUPERVISOR OF SECURITY
Code: 470140 WHA
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Competitive

GENERAL STATEMENT OF DUTIES

Supervises the planning and operation of a school district security force; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, this is an important position requiring the administration of a district-wide security program.

TYPICAL DUTIES

1. Plans the work of a security force.
2. Coordinates all special events and ensures that adequate fire watch and/or police details are in attendance.
3. Has responsibility for traffic control, including recommendations for parking rules and regulations.
4. Checks over all daily reports for incidents and makes reports as required.
5. Is responsible for training and orientation of new security personnel.
6. Confers with school officials on matters affecting security.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Extensive knowledge of the duties and responsibilities of a security force for a large buildings and grounds plant.
2. Ability to plan and direct the work of subordinate supervisory personnel.
3. Ability to establish and maintain effective working relationships with subordinates, associates, and the public.
4. Ability to express oneself clearly and concisely, orally and in writing.
5. Ability to operate a two-way radio.

MINIMUM QUALIFICATIONS

Training and Experience

1. Graduation from high school
and
2. Four years of responsible experience in law enforcement or security operations, including at least two years in a supervisory capacity.

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

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