



Job Title: Security Director

CLASSIFICATION DESCRIPTION

Department: Security

Pay Grade: 117

FLSA Status: Exempt

Remote Work Eligible: No

JOB SUMMARY

This job is responsible coordinating and implementing security functions at an assigned site including the coordinating of operations for a parking garage. Duties include: developing garage and security operations; developing strategies to accomplish goals, implement policies, and procedures; developing and monitoring an assigned budget; and providing direction to Security Officers as well as performing their duties as needed.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Supervises assigned staff including: prioritizing and assigning work; evaluating performance; training; ensuring employee follow policies and safety guidelines; and making hiring, firing, and disciplinary recommendations.
- Develops security protocols, procedures, strategies, and plans.
- Manages and implements security operations, programs, policies, and procedures for an assigned site.
- Prepares, maintains, and updates reports that detail security activities; ensures that reports are within mandated guidelines.
- Prepares and administers the budget of assigned area of responsibility; monitors the budget and procures inventory as necessary.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's Degree in Criminology or a related field; five (5) years of related work experience supervising security operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Prepared: February 2023

Knowledge of:

- Managerial principles;
- Security principles and techniques;
- Accepted protocols regarding defense of property and individuals;
- Crisis and emergency management principles and practices;
- Applicable tools, equipment, and systems of the trade;
- Budgeting principles;
- Applicable federal, state, and local laws, rules, regulations, codes, and procedures; and
- Computers and related software applications.

Skills in:

- Respond to crisis or emergency management situations calmly;
- Using and troubleshooting applicable security system problems;
- Developing and monitoring a budget;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Supervise, monitor, and evaluate employees;
- Prioritize and assign work;
- Analyze problems and make appropriate recommendations;
- Apply applicable laws, rules, regulations, codes, and procedures; and
- Remain calm in emergency situations.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Valid Florida driver’s license.

Security Officer "D" License; may also have “G” License depending on assigned area.

Certifications of completion in first responder activity.

FEMA Certifications: ICS-100HE, ICS-700, ICS-904 and ICS-907 are all required for all security staff to obtain.

May also complete ICS118 and ICS 860.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	X
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	X

Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays. May travel between campuses.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

May be subjected to odors, dusts, poor ventilation, and extreme temperatures.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.