

SECURITY SPECIALIST

DEFINITION

To lead, plan, coordinate, train and participate in the work assignments of the Security Staff to ensure the safety and security of the Health District clients, facilities and staff

DISTINGUISHING CHARACTERISTICS

- This is an advanced journey level position and the Security Specialist will assist the Facilities Services Manager in all phases of the supervisory role. Positions in this class are staffed by competitive examination and are not flexibly staffed.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the Facilities Services Manager
- Exercises functional and technical supervision and may exercise direct supervision over lower staff members

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- In addition to the duties listed in the Security Aide's classification specification, a Security Specialist will supervise, assign and oversee work related duties and responsibilities necessary to maintain the safety and security of the Health District facilities and staff
- Schedule security aides for all Health District work sites
- Coordinate with the divisions to schedule security coverage for various meetings which take place before or after the regular work day
- Supervise and prepare annual evaluations for Health District Security staff
- Train all security staff
- Manage, schedule and coordinate routine maintenance for District vehicle fleet; and ensure adequate vehicle availability for District divisions
- Train District staff on vehicle policies and procedures
- Coordinate and implement planning, installation and maintenance of video recording systems in District
- Coordinate and implement the placement and supervision of automated access systems throughout District facilities; operate, coordinate and maintain installed systems and security surveillance
- Assist the Facilities Services Manager in the development and implementation of safety policies and practices for the District
- Assist the Facilities Services Manager with the preparation and supervision of contracts with companies responsible for security at District facilities
- Coordinate and supervise the maintenance and repair of installed alarm systems; coordinate with alarm companies access accounts for District employees
- Participate in Emergency Disaster Planning, Incident Command, and Bioterrorism Planning
- Coordinate and supervise various contractors such as locksmiths, door repair and sign companies as needed
- Train District staff on security policies and procedures
- Coordinate with Southern Nevada Public Health Lab (SNPHL) manager to develop, implement, and supervise a security plan for the SNPHL in accordance with Federal and State regulations
- Other duties as assigned

QUALIFICATIONS

Knowledge of:

- Principles of supervision, training and performance evaluations
- Principles, practices, methods and procedures of law enforcement, crowd and traffic control

SOUTHERN NEVADA HEALTH DISTRICT

Security Specialist (*Continued*)

- Pertinent Federal, State, and local laws, codes and regulations
- Emergency Disaster Planning, Incident Command, Bioterrorism Planning
- Appropriate responses for emergency situations
- Standard work safety practices
- Basic first aid and CPR
- Methods and techniques of inspection and documentation

Ability to:

- Interpret and apply Federal, State and local policies, procedures, laws and regulations
- Administer procedures related to safety and security
- Respond to emergency situations quickly and efficiently
- Work independently in the absence of supervision
- Communicate clearly and concisely, both orally and in writing
- Train adults in safety and emergency procedures
- Understand and follow oral and written instructions
- Establish and maintain cooperative working relationships with those contacted in the course of work

Training and Experience Guidelines

Training:

- Equivalent to the completion of the twelfth grade supplemented by a minimum of three training courses related to law enforcement, security or a related field

Experience:

- Three years of experience in law enforcement or security which includes one year of experience in a lead position

Working Conditions:

- Walking and standing for extended periods of time
- Exposure to abusive and threatening situations and people

License or Certificate:

- Possession of, or ability to obtain, an appropriate, valid State driver's license
- Possession of, or ability to obtain, an appropriate, valid CPR and First Aid Certificate

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

SOUTHERN NEVADA HEALTH DISTRICT

Senior Security Aide (*Continued*)

Bargaining Unit Eligible

FLSA non-exempt

Schedule 18

Approved by the Board of Health January 26, 2006

Revisions approved by the Board of Health on 3/27/08