



## Southern Nevada Health District Security Supervisor (X)

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|-------------------------|----------------|----------------------|-------------------------------------|
| <b>CLASS CODE</b>       | 2925           | <b>SALARY</b>        | \$85,446.18 - \$119,152.29 Annually |
| <b>ESTABLISHED DATE</b> | March 30, 2025 | <b>REVISION DATE</b> | March 30, 2025                      |

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### JOB DEFINITION

Responsible for assigning, supervising, and reviewing the work of assigned security staff; trains staff in work procedures.

#### **Distinguishing Characteristics:**

This supervisory class is the experienced level in this series, fully competent to perform a wide variety of security level duties.

#### **Supervision Received and Exercised:**

- This is a supervisory level position that is under general supervision.
- This position exercises supervision over assigned staff.

### EXAMPLES OF ESSENTIAL FUNCTIONS & DUTIES

*This job description lists examples of essential 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.*

- Plans, organizes, assigns, supervises, reviews and evaluates the work of security staff; resolves workplace issues; monitors workflow; reviews and evaluates work products, methods and procedures.
- Participates in the selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Recommends and assists in the implementation of section goals and objectives; implements approved policies and procedures.
- Establishes methods for providing security services; identifies resource needs; reviews issues with appropriate management staff; allocates resources accordingly.
- Participates in the preparation and administration of the section budget; monitors expenditures and reconciles records; recommends adjustments as necessary.
- Troubleshoots operational problems and provides technical advice to assigned staff.
- Inspects District buildings and facilities to ensure that posts are manned and operate according to established procedures.
- Provides assistance in determining security equipment; estimates equipment, materials and staff required to provide adequate security at various locations.

- Ensures the proper installation, functioning and maintenance of surveillance and security equipment and systems.
- Responds to and resolves staff inquiries and complaints; public and employee safety and security concerns; fire alarms and bomb threats; and other breaches in security.
- Participates in Emergency Disaster Planning, Incident Command, and Bioterrorism Planning.
- Coordinates 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.
- Coordinates and supervises various contractors as required.
- Identifies opportunities for improving service delivery methods and procedures; reviews with appropriate management staff; implement improvements.
- Promotes and supports the overall mission of SNHD by demonstrating courteous and cooperative behavior when interacting with customers and staff; acts in a manner that promotes a harmonious and effective workplace environment.

## **MINIMUM QUALIFICATIONS**

### **Education, Experience, and Training:**

- High School diploma/GED; AND four (4) years of security experience; OR an equivalent combination of education, training and experience.

### **Licenses, Certificates, and Registrations:**

- Possession of, or ability to obtain, a valid Nevada Driver license within ninety (90) days of employment.
- Position may require specialized skills, experience, certification, or other requirements which will be identified by the hiring authority at time of recruitment.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*Requirements listed below are representative of the knowledge, skills, and abilities needed. Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods..*

### **Knowledge of:**

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles, practices, and equipment used in area of security and safety, including electronic and computerized security systems, fire and intrusion alarms, card-key access systems, and camera monitoring systems.
- Safety practices and equipment related to the work.
- Record keeping practices.
- Applicable laws, codes and regulations.
- Basic budgetary principles and practices.
- Computer applications related to the work.
- Techniques for working with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

### **Skill and Ability to:**

- Planning, supervising, reviewing and evaluating the work of others.

- Training others in work procedures. Inspecting work and ensuring that quality standards are met.
- Safely operating, adjusting and performing preventive maintenance and minor repair to the security equipment related to the work.
- Interpreting, applying and explaining laws, regulations and policies.
- Maintaining accurate records of work performed.
- Using initiative and independent judgment within established procedural guidelines.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Assisting in developing goals, objectives, policies, procedures and work standards.
- Composing clear and concise reports, correspondence and other written materials.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Working collaboratively with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

## **CORE COMPETENCIES**

- **C**ommitment: Provide quality service and collaborate with internal and external partners to achieve mutual goals and strengthen community health.
- **A**ccountability: Carry out responsibilities and report in a transparent manner to employ capacity in a creative and agile way, embracing good leadership and stewardship principles to achieve long-term sustainability.
- **R**espect: Recognize and appreciate the dignity and worth of every person, regardless of their background, traditions, talents, or skills. Build positive relationships that foster inclusion and belonging for all, ensuring access to services based on needs.
- **E**xcellence: Pursue quality and innovation from our policies and systems to our services and interactions. Embrace the pursuit of excellence and a culture of improvement in interactions with patients, partners, and stakeholders.
- **S**ervice: Strive to provide an exceptional experience for everyone through accessible, compassionate services to our patients, clients, co-workers, and communities.

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands:**

Mobility to work in a typical office setting, use standard office equipment; stamina to sit for extended periods of time; agility and strength to exert 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move/carry objects; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone.

### **Working Environment:**

Work is performed in an office environment.

## **ADDITIONAL JOB DETAILS & INFORMATION**

- FLSA Status: Exempt
- Bargaining Unit: Eligible-Supervisory

- Pay Scale: Schedule 26
- Supervisory Classification: Yes
- EEO-4 Category: Protective Service Workers-Nonsworn

*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 administrative or operational support 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 assigned FEMA Incident Command System training courses as a condition of continued employment within six (6) months from date of hire.*

*SNHD is an equal employment opportunity employer. Applicants will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.*