**Class Summary**

The responsibilities of this classification include first line supervision of Security Officers and other security personnel responsible for ensuring and maintaining the security of county buildings, facilities, and property at multiple locations and performing administrative tasks in support of the county’s security functions and programs.

**Distinguishing Characteristics**

This is the third level in a four-level classification series. Incumbents supervise security personnel and have considerable latitude for independent judgement and decision-making in the supervision of these positions to ensure the safety of those using county facilities. Incumbents also perform a variety of administrative tasks to support the unit and security programs. May act as Security Manager as required.

This classification is distinguished from the Security Sergeant in that the Sergeant performs lead duties and does not have supervisory authority over security staff. It is distinguished from the Security Manager in that the Manager directs security programs; creates and directs policy, procedures, and emergency and evacuation plans; makes disciplinary recommendations and hiring decisions; proposes the unit budget and approves equipment purchases.

**Examples of Duties**

1. Supervise assigned staff by performing the following personnel responsibilities: `investigate alleged misconduct and recommend disciplinary action; evaluate and document work performance formally and informally; and train, coach, counsel, mentor, and motivate staff.
2. Supervise contractual security staff and operations.
3. Oversee scheduling, approve absence requests, and authorize overtime.
4. Oversee the training of security staff and others regarding procedures and policies, safety, and other related topics; review processes and procedures and recommend improvements to increase effectiveness of services provided; and coordinate and oversee implementation of changes.
5. Maintain records and files; review and/or prepare incident, activity, and statistical reports; analyze overtime and other work patterns; and research and report on crime trends.
6. Recommend equipment purchases and manage section’s procurement card and reconciling invoices.
7. Manage the response to reports of possible crime committed on properties serviced by King County; ensure appropriate action is taken, including securing the scene, notifying the appropriate law enforcement agency, interviewing victims and witnesses, and gathering evidence and completing incident reports.
8. Coordinate and assist in implementing emergency responses to disasters or civil disturbances as directed by the Security Manager.
9. Testify in court, presenting facts and observations accurately and objectively.
10. Liaison with peer groups and coordinate joint training ventures.
11. Participate in community security activities and public information groups and events. Represent the Security Section with county stakeholders, committees, and advisory boards as required.
12. Perform the job duties of a Security Sergeant and Security Officer as required.
13. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of supervisory principles and practices

Knowledge and ability to interpret and apply relevant security laws, ordinances, rules, and regulations

Knowledge of fiscal management and budgetary principles.

Knowledge of equity and social justice initiatives.

Knowledge of department security procedures, policies, guidelines, labor agreements, and contracts

Knowledge of crime prevention principles, investigative techniques, and evidence collection and preservation

Knowledge of first aid and safety techniques and procedures

Ability to pass a thorough background investigation and drug test.

Skill in communication and customer service

Skill in mentoring, motivating, counseling, and evaluating performance of assigned employees

Skill in preparing and maintaining accurate written records

Ability to recognize and mitigate physical and emotional stress resulting from shift work, extraordinary work demands, and exposure to hazardous situations

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of experience/education/training that provides the required knowledge, skills, and abilities to perform the work

**Licensing, Certification and Other Requirements**

Washington State Driver License.

First aid/CPR certification.

Additional licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 4 |
| **Levels within same series** | Security Officer  Security Sergeant  Security Supervisor  Security Manager |
| **Class History** | 10/2014 – Created |

09/2022 – Updated