



City of Phoenix

SECURITY SYSTEMS SUPERVISOR

JOB CODE 74370

Effective Date: Rev. 03/08

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to plan, direct, coordinate, and supervise the security function for the downtown area facilities, Phoenix Convention Center Department facilities or Water Services Department facilities. This classification is responsible for security management programs, writing emergency evacuation plans, administrative policies and procedures, security assessment reports, budget requests and provides training on fire evacuation procedures, workplace violence, and other security related training. Duties are performed with considerable independence under the general supervision of an Assistant or Deputy Director.

ESSENTIAL FUNCTIONS:

- Supervises Municipal Security Guards and contracted security providers;
- Plans, assigns, and evaluates the work of security personnel;
- Coordinates activities associated with security monitoring, patrols and investigations;
- Develops and maintains a long-range security action plan, including staffing requirements and equipment needs;
- Plans and coordinates preventative maintenance for badge access, security monitoring, and data storage systems and equipment;
- Plans and identifies security needs for facilities;
- Reviews and prepares time and material cost estimates on proposed security projects;
- Develops system specifications, writes Requests for Proposals, assists in selecting vendors for security systems, and writes administrative procedures required to support operations;
- Prepares budget requests and other written reports relating to security system activities;
- Monitors budget expenditures;
- Evaluates work standards and methods to insure efficiency;
- Prepares status reports of projects and weekly activities and evaluates personnel performance;
- Serves as primary point of contact with the Homeland Defense Bureau and the Arizona Counter Terrorism Information Center;
- Maintains regular and reliable attendance;



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- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Industry standards and improvements in security and audio/video monitoring activities.
- Principles and practices of personnel management, supervision, safety, budgeting, and administration.

Ability to:

- Make sound decisions and respond quickly in emergency situations.
- Perform a broad range of supervisory responsibilities over others.
- Interpret customer needs and provide solutions while conforming to industry and City standards.
- Understand and follow oral and written instructions in the English language.
- Communicate orally in the English language with customers, clients, and the public using a telephone or in a one-to-one or group setting.
- Work cooperatively with others.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Operate a PC, computer terminal, or other keyboard device.
- Observe or monitor objects or work activity to determine compliance with operating or safety standards.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will be required to work irregular hours, weekends, holidays, or evenings.



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- Some positions will require the performance of other essential and marginal functions depending on work location or assignment.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of experience overseeing the physical security services of a large organization, including at least one year in a supervisory capacity. Other combinations of experience and education that meet the minimum qualifications may be substituted.