

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** DIRECTOR OF SECURITY AND EMERGENCY PREPAREDNESS **TITLE #:** 1849

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for directing, planning, and implementing a comprehensive security and emergency preparedness program for a school district. Incumbents work with district administrators and personnel to examine school safety procedures and identify concerns. Work is performed with considerable leeway for exercising independent judgment in implementing the general policies and objectives of the security and emergency preparedness program. General supervision may be exercised over the work of school building security personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Oversees, coordinates and directs the planning, development and implementation of a security program within a school district;

Plans, develops and implements security and emergency planning procedures in accordance with Federal and State and local regulatory requirements;

Develops and coordinates appropriate workshops and trainings to keep the district current with changes in laws and regulations; acts as a liaison between all regulatory agencies, both local, state and federal;

Designs and administers emergency preparedness training courses, drills and table-top exercises that teach staff how to effectively respond to school related emergencies and disasters;

Directs and leads school security staff during emergencies and works with both site and district administration to effect the best response during emergencies;

Assists in the investigation of all incidents on school property involving school personnel, students or the general public;

Assists in the recruitment, training and evaluation of subordinate security personnel;

Maintains effective working relationships with school personnel, law enforcement agencies and the general public;

Establishes and interprets policies and procedures for all activities undertaken by school security personnel;

Reviews and keeps abreast of federal, state, and local policies, rules and laws which may affect the security or emergency preparedness program;

Attends meetings, conferences, and workshops related to emergency management to learn new information and to develop working relationships with other emergency management specialists;

Develops and manages the security and emergency management budget which includes oversight of expense reimbursement activities during the recovery phase of F.E.M.A. emergencies;

Uses computer applications such as spreadsheets, word-processing, e-mail, calendar or data software.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern principles and practices of security, law enforcement and loss prevention; Good knowledge of statutory and regulatory requirements relating to security and emergency preparedness in a school district; good knowledge of laws, rules and regulations governing actions on school property; good knowledge of the proper methods and procedures used in making investigations, analyzing, finding and implementing corrective action; knowledge of the principles and practices of supervision and management; ability to establish and maintain effective working relationships with school district officials, building administrators, district employees, students, and the general public; ability to instruct and direct subordinates in security and loss prevention procedures; ability to communicate effectively both orally and in writing; ability to deal courteously and tactfully with the public in enforcing laws or rules; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; tact; resourcefulness; initiative; integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in criminal justice or police science and three (3) years of experience in security or law enforcement, two (2) of which shall have been in a supervisory capacity; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in criminal justice or police science and five (5) years of experience in security or law enforcement, two (2) of which shall have been in a supervisory capacity; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and seven (7) years experience in security or law enforcement, two (2) of which shall have been in a supervisory capacity.

**SPECIAL REQUIREMENT:** Must possess at time of application (and maintain throughout employment), a current identification card reflecting registration by the State of New York, Division of Licensing Services, as a Security Guard.

**NOTE:** Active duty police officers in New York State are exempt from the Special Requirement. However, police officers separated from service (i.e. retired) are considered civilians and must register as a security guard and complete all training.

**JURISDICTIONAL CLASSIFICATION:** Competitive

ADOPTED: 3/4/13 AT