

*Code: 3313*

*Title: SECURITY SERVICES COORDINATOR*

### SUMMARY:

This classification directly administers contracts for County building and facility security, and develops, coordinates and implements security and emergency procedures for Pima County buildings/facilities. It is distinguished from the Superior Court Security Coordinator which, under direction of the Presiding Judge, coordinates and implements security and emergency policies and procedures for the Superior Court building.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Administers contracts with security firms providing security services to County buildings and facilities to include coordinating and monitoring training of contractor security personnel; reviewing and approving work schedules and contract billings for payment, and inspecting security posts and security personnel to ensure compliance with contract provisions and established operating procedures;

Develops, coordinates and publishes security and emergency procedures for specific needs of each county building and coordinates implementation of procedures with security services contractors and affected County offices, agencies and functions;

Prepares and reviews contractor, facility manager, law enforcement and fire service incident and investigative reports, logs and correspondence and takes, directs or recommends needed action by security service contractors, County officials and affected County offices, agencies and activities;

Develops, coordinates and negotiates security services contracts and their amendments through County Purchasing and affected County offices, agencies and activities;

Maintains continuing liaison with the Superior Court Security Coordinator to assure needed mutual coordination, cooperation and support of County facility security and emergency programs;

Represents the County Administrator at incident scenes affecting County buildings/facilities for needed liaison with law enforcement, fire/emergency services and related County agencies;

Represents the Sheriff's Department at meetings with contractors and County departments and agencies on security, emergency preparedness and related topics;

Coordinates provision of special event or unusual security services with affected County officials, Departments, agencies and other law-enforcement/emergency services agencies;

Serves as Sergeant At Arms for all Board of Supervisor meetings, wherever held;

Coordinates procurement, maintenance, repair, installation or movement of special-purpose security equipment installed, issued or otherwise used by contractors, County facilities or temporary security checkpoints;

Initiates and evaluates personnel background checks and approves/denies placement of security and maintenance contractor employees required to work in County facilities;

Conducts or coordinates conduct of security and emergency training of County employees and contractor employees;

At request of County officials and supported County facility managers, conducts or coordinates special investigations of incidents, such as thefts, bomb threats, security incidents, etc.;

Researches, prepares and submits routine, recurring and special reports to management;

Operates and performs operator-level servicing of assigned County vehicles.

### KNOWLEDGE & SKILLS:

Knowledge of:

- principles, methods and techniques of providing cost-effective facility safety, security and emergency services;
- rules and regulations governing the use of County buildings;
- principles and practices of law enforcement and provision of emergency services;
- local law enforcement jurisdictions;
- public sector contracting rules, regulations and guidelines;
- methods and techniques of training, evaluating and supervising contract employees.

- principles and techniques of employee training.

Skill in:

- communicating effectively;
- developing and coordinating implementation of security, safety and emergency procedures;
- analyzing situations and information and using sound judgment to make decisions and determine appropriate courses of action;
- developing, negotiating and monitoring contracts;
- monitoring and documenting operating budgets;
- coordinating, evaluating and scheduling of contractor-provided services;
- conducting employee training in security and emergency procedures;
- conducting, coordinating and documenting special investigations;
- operating and performing operator-level servicing of assigned vehicles.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Four years of experience in facility security operations and one year of supervisory experience in a facility security setting.

OR:

(2) Four years of experience as a certified law enforcement officer including one year of supervisory experience.

OR:

(3) Four years of experience in emergency services or disaster preparedness/control operations and planning including one year of supervisory experience in an emergency services setting.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Class D Arizona Driver's License is required at time of appointment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

Special Notice Items: All positions require satisfactory completion of a background investigation by law enforcement agencies, due to need for access to law enforcement, corrections, detention and courts facilities or associated confidential or sensitive information, documents, communications systems and like materials.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.