

SAFETY & SECURITY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves coordinating and participating in security and safety programs within school district buildings and properties. Duties are performed under the general supervision of the Assistant Superintendents with wide latitude allowed for the use of independent judgement in carrying out the duties of the position. A Safety & Security Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Develops District and Building Safety Plans and files safety plans with appropriate agencies including the district, local and state governments;
- Provides training to district employees on safety protocols;
- Coordinates all safety drills with building principals to ensure compliance with applicable laws;
- Coordinates debrief after all drills to improve performance;
- Oversees the implementation and operation of security software, ensuring licenses are current and all personnel are appropriately trained;
- Implements policy and procedures on security software;
- Monitors Camera systems and investigates issues/concerns noted on cameras;
- Oversees coordination of cameras by ensuring they are in working order, if not, notifies the appropriate personnel;
- Pulls video as requested by administration;
- Provides and removes security access cards to employees, staff and others as authorized;
- Provides security presence in building after normal operational hours and provides door checks throughout the facility while on duty;
- Monitors visitor flow after normal operational hours.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles of safety and security; good knowledge of applicable New York State and education laws; good knowledge of technology; ability to conduct personnel training sessions; ability to use a personal computer and various software; ability to size up situations and people and decide upon appropriate courses of action; ability to be courteous yet firm with the public; ability to communicate verbally and in writing; ability to organize work and meet deadlines; good powers of observation; willingness to work unusual shifts; integrity and reliability; attention to detail.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or higher in technology, security, criminal justice or closely related field; OR
- B. Graduation from high school or possession of a high school equivalency diploma with two-years of experience in the military, or in a security, law enforcement or corrections officer role.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 11/13/19