

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 003533  
Grade 19**

**SECURITY SUPERVISOR**

**DEFINITION OF CLASS:**

This is supervisory and administrative work directing, planning and implementing operations of the County's buildings and facilities security system. Contacts are with other agency employees, contractor, and public safety agencies, subordinate Security Officers, security personnel from other County agencies and supervisory staff. The purpose of these contacts is to explain security procedures and resolve problems, instruct and coordinate installation of security devices, discuss serious security incidents, adjust work assignments and schedules and discuss significant security problems, exchange information on security problems, and provide briefings on unusual problems. This class of work may entail limited public service/assistance, but it is incidental to the primary focus of the work performed.

An employee in this class develops and implements new procedures and policies to monitor program performance in order to evaluate effective utilization of employees including contract personnel and to regulate parking enforcement. In addition, the employee is responsible for administration of security operations involving employee scheduling, conducting security audits of County property and ensuring effective communication between shifts regarding changes in security procedures and policies. In addition, the employee is responsible for administration of security contracts, compiling security program statistics, monitoring contract security personnel, inspecting facilities and recommending and coordinating installation of security systems. Statistical reporting and record keeping are important aspects of the work and the employee develops methods to record productivity. The work also requires employees in this class to supervise subordinate security personnel engaged in activities which safeguard County property and protect employees and visiting public. Work is planned and carried out independently, with limited instructions from the supervisor. The employee acts in accordance with policies, previous training and experience, and established practices. The complexity of this work is marked by the variety of duties and assignments which require evaluation and analysis to plan and coordinate short-term and long-term activities, taking into consideration the work to be done, number of workers available/needed, security requirements, and resources allocated. The impact of properly performed directly affects the operation the County's security system. Work is performed primarily in an office environment with frequent traveling on foot and in vehicles among County buildings and other facilities. Employees work regularly scheduled eight hour days but are on-call twenty-four (24) hours, and report to incident scenes when a threat to life or property exists. Though an infrequent occurrence, employees may be required to enter vacant buildings alone to determine if property damage/theft has occurred and confront and detain hostile persons until law enforcement personnel arrive. The employee provides recommendations on hiring, promotions, training, performance appraisals, leave approval and disciplinary measures and enforces work standards.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Supervises security personnel including contractual employees. Provides advice and instructions to

subordinate employees regarding unusual security problems.

- Conducts performance evaluations of security personnel and recommends hiring, promotion, and disciplinary actions.
- Monitors contracts, reviews invoices and tracks expenditures.
- Conducts security audits of County property and provides expertise relative to security matters in new construction, remodeling/renovations, vacant/abandoned buildings, leased properties and personal safety.
- Reviews work schedules, shift, incident and violation reports for familiarity and detects trends in security incidents/breaches.
- Develops and implements procedures for securing and monitoring facilities including locking doors, closing windows and other appropriate actions.
- Ensures effective communication between shifts regarding security.
- Plans, develops and implements programs related to security such as fire extinguisher maintenance, keying systems and alarm systems.
- Stays on-call, twenty-four hours and reports to incident scenes when threat to life or property exists.
- Investigates and resolves unusual security problems in all County facilities.
- Supervises enforcement of traffic and parking regulations in designated County parking areas.
- Purchases and maintains inventory of security equipment.
- Recommends selection of security service and security system installation contractors, and monitors their compliance with contract requirements.
- Provides information regarding security expenditures for budget purposes.
- Answers requests for information from visitors and County employees.
- Appears in court to testify in cases involving violations of County security and parking regulations.
- Occasionally makes periodic security patrols, inspecting designated outlying facilities; makes changes for improving adequacy of coverage.
- Performs related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of the standard practices and equipment common to maintaining security of premises.
- Thorough knowledge of common fire hazards and portable fire-fighting equipment used in buildings.
- Knowledge of basic first aid techniques.
- Ability to plan, organize and implement security procedures and operations.
- Ability to effectively supervise.
- Ability to analyze situations quickly and objectively, and determine a proper course of action, handling situations firmly, courteously, and tactfully.
- Ability to effectively communicate.
- Ability to attend meetings or perform other assignments at locations outside the office, if necessary.

#### **MINIMUM QUALIFICATIONS:**

**Experience:** Thorough (five (5) years) security or closely related experience, two (2) years of which must have been in a lead capacity.

**Education:** Completion of high school or High School Certificate of completion recognized in the State of Maryland.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**LICENSE:**

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.
- Ability to acquire and maintain CPR certification.

**Note:** There will be no substitutions for this section.

**PROBATIONARY PERIOD:**

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core Exam with a Drug/Alcohol Screen.

**Class Established:** November, 1971

**Revised:** July, 1974

May, 1979

May, 1987

May, 1994 (M)

April, 2010

August, 2013

October, 2014