UTILITIES SECURITY MANAGER

NATURE OF WORK

This is responsible administrative and security work in the management, installation and operation of various security measures for utility facilities.

Work involves responsibility for planning, implementing, supervising, and reviewing the security needs of utility facilities; making decisions regarding actions to be taken; coordinates response protocol with operations, staff and law enforcement. The position requires the exercise of considerable independent judgment in the interpretation and development of departmental rules and regulations as they apply to security measures. An employee in this class must apply advanced security skill and knowledge to analyze threats to the security of the utility facilities. General supervision is received and work reviewed by an administrative superior through the review of written documents, personal conferences and observation.

EXAMPLES OF WORK PERFORMED

Acts as the liaison between management, operations, and first responding agencies in the area; identifies the capabilities and security requirements for a full range of response capabilities.

Develops service level agreements with responding organizations and agencies in order to assure timely responses.

Coordinates with law enforcement, emergency response, public health, and other agencies in the four counties and cities within system jurisdiction to develop common response protocols.

Provides for collaboration with adjacent utilities on security issues including mutual aid support, communication protocols, and coordination of multi-jurisdictional resources.

Develops policies and procedures that provide for reliable detection and response to threats; training and guidance for monitoring all centralized systems features; and oversight and collaboration with management to enforce the policies and procedures.

Reviews and evaluates access control data for unusual events and/or need to modify access control authorizations; assists other City staff in implementing improvements to the access control systems; develops and maintains an incident reporting system to track all incidents; investigates/assesses critical incidents for cause and remedy.

Conducts field investigations and testing at the facilities; recommends improvements in systems, practices, protocols, training and organization; documents investigations and testing, including logging and assessment of possible events, test conditions and any real event data;

identifies and tests response capabilities of all installations to assure timely responses and safety protocols.

Develops contractual detection and response capabilities with security firm(s) in order to provide capability and staffing during routine and urgent conditions.

Coordinates the development of community programs and communications with the Mayor's Office and City management.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of law enforcement and public safety.

Thorough knowledge of federal and State laws, and City ordinances.

Knowledge of security system technologies.

Knowledge and experience with complex security operations, policies, procedures and protocols.

Knowledge and experience with risk management tools, methods and assessments.

Some knowledge of utilities infrastructure and work practices.

Ability to detect and quickly respond to threatening and emergency conditions.

Ability to analyze a wide variety of complex problems and to coordinate resources to address the problem.

Ability to detect emerging trends and patterns in security from objective and subjective data.

Ability to communicate clearly and effectively both orally and in writing and to facilitate productive discussions and information sharing.

Ability to establish and maintain effective working relationships and coordinate security programs with outside agencies, emergency responders, law enforcement, coworkers and City management.

Ability to accurately and concisely receive and convey information.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a four-year college or university with major course work in criminal justice, law, public or business administration, sociology, industrial security or related field and/or specialized law enforcement training program; and considerable experience with law enforcement or industrial security.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college-level course work in criminal justice, law, public or business administration, sociology, or related field and thorough experience in law enforcement or corporate security management; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Must possession and maintain a valid State of Nebraska driver's license.

Must pass an extensive security background check.

Approved by: _____ Department Head

_____ Personnel Director

10/2004

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