

## **POSITION DESCRIPTION**

**Title:** Security and Emergency Services Director

**Reports To:** Executive Director

**Location:** Yreka

**Salary:** \$28,000 - \$38,000

**Classification:** Full Time, Exempt

**Summary:** Supervises and coordinates the activities and personnel of assigned area to maintain security and safety of people and property. Conducts briefings, coordinates training and special assignments.

### **Responsibilities:**

1. Supervises the activities of subordinates.
2. Schedules other security officers to cover required shifts and oversees the work activities during those shifts.
3. Assigns personnel to specific geographical areas.
4. Trains new security officers or other personnel and provides ongoing direction.
5. Patrols assigned areas on foot, bicycle and in marked security patrol vehicle for suspicious activity or persons or safety/fire hazards.
6. Investigates and/or reports hazards and/or unusual or suspicious circumstances to law enforcement/emergency personnel for intervention/correction or follow-up actions.
7. Maintains regular contact with law enforcement/emergency agencies of jurisdiction.
8. Checks doors, windows and buildings to ensure they are closed and locked; documents any unsecured windows and or buildings.
9. Escorts people/property to a desired location and documents the escort services.
10. Responds to alarms and dispatch calls; decides what actions to take based on situations, facts known and position limitations.
11. May assist law enforcement officers with crowd control and surveillance at large public events.
12. Detains trespassers or tribal law violators on-site until arrival of law enforcement personnel.
13. Works as needed to accomplish departmental responsibilities including working extended hours during the day, night, weekends and holidays. Remains on-call via pager 24 hours per day, seven days per week.
14. Preparation and submission of grant applications.
15. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
16. Other job related duties as assigned.

**Minimum Qualifications:**

1. High school diploma or GED.
2. Two years of college coursework in security, hospitality, or customer service
3. Computer proficiency/familiarity with word processing.
4. Demonstrated ability to write successful grant proposals.
5. Minimum two years management experience.
6. Experience in program development.
7. One to Three years experience directly related to the duties, responsibilities and abilities specified.
8. Knowledge of basic security and fire inspection procedures.
9. Skills in leading the work of others.
10. Possession of a valid California driver's license/liability insurance, no moving violations for past four years.
11. Ability to obtain an American Red Cross CPR certificate within 90 days of employment.
12. Ability to obtain an American Red Cross basic first aid certificate within 90 days of employment.
13. Must be at least 21 years of age.
14. Must pass a background check with no felony offenses or convictions for moral turpitude.
15. Ability to ride a bicycle.
16. Ability to develop, plan and implement short and long-range goals.
17. Ability to analyze and solve problems.
18. Ability to communicate effectively, both orally and in writing.
19. Ability to make administrative/procedural decisions and judgments.
20. Ability to gather data, compile information and prepare reports.
21. Ability to foster a cooperative work environment.
22. Ability to plan and evaluate programs.
23. Ability to deploy/manage work schedules of personnel, follow payroll procedures and provide written evaluations of employee performance; providing training of employees, as needed, on security department procedures and review completed work for conformance to standards.
24. Ability to demonstrate emotional stability during periods of tension and stress.
25. Must adhere to confidentiality policy.
26. Must successfully pass a pre-employment drug and alcohol screening test.

**Desirable Requirements:**

1. Peace Officer Standards & Training (POST) management certificate.
2. State Guard Certification.
3. Chemical agent certified.
4. One to Three years of Military Police or State/Federal law enforcement (sworn position).
5. Familiarity with surveillance/monitoring equipment/radio communications.

**Working Conditions:**

1. While performing the duties of this job, the employee is regularly exposed to outside weather conditions.
2. Moderate physical activity, may require standing and or walking for more than four hours per day.
3. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions/procedures.

**Indian Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring. Section 7(b) of the Indian Self-Determination and Education Assistance Act (Title 25 USC, Section 450 e(b)) will also be observed.

**Housing Committee Approved: February 7, 2005**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_