

MAJOR FUNCTION

This is a responsible administrative position managing Facilities Security under the direction of the Fire Chief, which includes development, training, implementation of the City's emergency plans and access control systems as it relates to 38 City facilities and oversight of city-wide security guard contract/budget and Facilities Security's budget, and supervising personnel.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Job Duties**

Manages and maintains the City of Tallahassee's access control for 38 facilities regarding security projects and installs, as well as repairs and upgrades to the system. This includes developing program for new site/building as needed. Conducts investigations via security camera footage, guard reports, and witness interviews as requested by Department Directors or City administration. Manages and maintains the City of Tallahassee's access control for 38 facilities regarding security projects and installs, as well as repairs and upgrades to the system. This includes developing program for new site/building as needed. Attends training, meetings, workshops, and conferences representing the City of Tallahassee. Represents the Fire Chief in contacts with public officials and city departments, as related to assigned job area. Supervises Facilities Security staff and oversees City of Tallahassee facilities security procedures, including security guard contract, vendor interactions, and Facilities Security budget.

Other Important Duties

Assists with operational readiness activities of the Emergency Operations Center. Conducts critical infrastructure evaluations working with Leon County, FDLE, DHS, and other emergency preparedness agencies. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of technical, tactical, and educational techniques involved in the development of public safety systems and programs. Ability to plan and implement the City's emergency procedures and security protocols. Ability to communicate effectively, orally and in writing, and to maintain records and prepare reports. Ability to conduct training and establish and maintain effective working relationships as necessitated by the work. Ability to accurately assess and analyze situations and draw conclusions. Skill in the use of computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, criminal justice, safety administration, emergency management or a related field in emergency preparedness or security and two years of work experience in emergency management, emergency response management, safety training or administration, security, or a related area; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established: 04-01-17
10-12-19
10-22-22

02-03-23