

City of San José
CLASS SPECIFICATION

Title: Senior Security Officer (2416)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Varies	Non-exempt

CLASS SUMMARY

Under direction, performs supervisory security work of considerable difficulty in providing a safe and orderly environment for staff and the public in public buildings such as the Dr. Martin Luther King, Jr. Main Library and City Hall. Performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This position is in the General Security series. It differs from Senior Airport Security Police Officer in that the latter has security responsibility for more extensive geographic areas, and may be required to operate motor vehicles for patrol purposes. This class differs from Security Officer in that members of this class will supervise members of the latter class.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND four (4) years of experience in security, safety, or law enforcement.

Required Licensing (such as driver's license, certifications, etc.)

Possession of a valid State of California Driver's license.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies or Knowledge, Skills, and Abilities

(Needed at entry into the job in order to perform the essential duties.)

Knowledge of:

- The principles of safety and security practices in large complexes open to the public.
- Basic legal procedures as they relate to the enforcement of laws and ordinances.
- The principles, methods, and techniques of supervision.

Ability to:

- Supervise, train, and evaluate subordinates.
- Perform advanced first aid and cardio-pulmonary respiration techniques.
- Communicate clearly and concisely both orally and in writing.
- Deal tactfully and courteously with the public, and to develop and maintain good working relationships with co-workers, law enforcement personnel, and the general public.
- Interpret laws and regulations.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

Knowledge of:

- Rules and regulations governing security matters at the facility to which assigned.

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Ability to:

- Prepare records and present reports of investigation.
- Direct subordinates under emergency and stressful situations.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:

- Supervises the work of security officers; interprets and applies legal statutes, laws, and departmental policies, procedures, and regulations; interviews, selects, trains, and evaluates new personnel; ensures current training of all personnel is complete.
- Performs public relations services such as providing information and assistance to exhibitors, convention participants, and the general public.
- Supervises the monitoring of facility property and the property of exhibitors, performing groups, and others.
- Responds to medical emergencies; may provide first aid or CPR.
- Investigates potentially hazardous conditions and communicates with Police, Fire, Ambulance, and other agencies as appropriate.
- Patrols buildings and grounds; responds to after hours emergencies at the Main Library or any of the branch libraries.
- Handles difficult, complex, or volatile situations such as materials detection stops or unruly library customers; prepares incident reports.
- Represents the department in court cases involving theft of library materials.
- Attempts recovery of library material checked out and not returned.
- Uses judgement in determining the best means of solving security problems of employees and library users.
- Evaluates and recommends revision of security and emergency procedures and policies.

CLASSIFICATION HISTORY *Created 10/88, Rev. 11/89, Rev. 4/97, Rev. 06/17; s002*