



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

*Provisional Appointment

TITLE: Security Coordinator
SALARY: \$39,862 – \$51,172
LOCATION: Monroe County Department of Environmental Services
HOURS: Monday-Friday - 40 hours per week

JOB SUMMARY:

This position is responsible for workforce and public safety on County-owned and leased facilities and grounds. Duties include addressing safety and security issues, documenting precautionary measures and defense mechanisms, and practical application (training exercises and practice drills) by coordinating resources for threat analysis, mitigation, protocol, and evacuation and protection methods. The position will clarify routine and special operations by acting as the central point of contact for site emergencies.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Criminal Justice, Police Science or a closely related field, plus four (4) years paid full time or its part time equivalent experience in an occupation involved with the enforcement of peace and order such as guard, police officer, forest ranger, or armored vehicle guard, two (2) years of which must have included the supervision of staff: OR
- B. Six (6) years experience as described in (A) above, two (2) years of which must have included the supervision of staff; OR,
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

1. Current registration as a Security Guard with the New York State Department of State.
2. Current Standard First Aid Certificate issued by the American Red Cross
3. Current possession of the following Certificates of completion of the National Incident Management System (NIMS):
 - ICS-100 (Introduction to Incident Command System, 1-100)
 - ICS-200 (ICS for Single Resources and Initial Action Incidents)
 - IS-700 (National Incident Management System (NIMS), An Introduction)

Copies of Certificates must be submitted with application

- If you are appointed, you will be required to have a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test and physical. Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and four months prior to the examination date (yet to be announced)

Send Civil Service Application to: Monroe County Department of Human Resources
39 W. Main Street – Room 210
Rochester, NY 14614

Posting Deadline: January 31, 2008

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.