



City of Kansas City, Missouri Job Class Specification

Job Title: MANAGER OF SECURITY

Department: GENERAL
SERVICES

Job Code: 3315

Status: EXEMPT

Grade: EX-4

Summary

This is professional, administrative and supervisory work in the direction of a city-wide security function. Work involves responsibility for developing, implementing and maintaining the policies and procedures of the security program. The incumbent is charged with the protection of associates, visitors, and municipal property for the City of Kansas City, Missouri.

Duties and Responsibilities

- Develops, implements, and administers plans and policies for a comprehensive City-wide security program and evaluates its effectiveness.
- Oversees departmental budget planning and administration.
- Supervises analysis of current municipal security function and development of new and revised policies and procedures to provide optimal protection for associates, visitors, and municipal property.
- Assists subordinate supervisors in planning, scheduling, monitoring, and training of departmental staff to assure that all phases of security function are accomplished efficiently, professionally, and on schedule.
- Confers with and advises departmental staff on problems and projects relating to security issues
- Advises and consults with municipal officials, other departments, professional and civic organizations, and other resources concerning security issues.
- Performs related duties as required.

Technical Skills

Thorough knowledge of:

Methods and practices of security work.
Applicable state laws and city ordinances.
Operating procedures including emergency plans and inter-agency coordination.
Buildings and grounds under security.
Rules and regulations pertaining to admissions and exits of security areas.
Fire hazards potential to secured areas.

Ability to:

Prepare and analyze statistical reports for completeness.
React quickly and calmly in emergency situations, and determine an effective course of action.
Enforce the discipline required of security officers.
Plan, assign, and supervise the work of a moderately large number of subordinate security officers.
Understand and carry out relatively complex oral and written instructions.
Maintain satisfactory relationships with administrative officials, other employees, law enforcement officials, and the general public.
Prepare and review reports.

Skill in:

The care, use, and safety of firearms.

Education and Experience

Accredited Bachelor's degree and five (5) years of experience in law enforcement or security work including two (2) years of experience in managing or supervising a security function.

OR

High school graduation and (9) years of experience in law enforcement or security work including two (2) years of experience in managing or supervising a security function.

**Certificates/
Licenses/Special
Requirements**

- Must pass a physical examination as prescribed by the City.
- Must pass a background check as prescribed by the City.
- Must be eligible to obtain and maintain a special police commission as issued by the Kansas City Police Department.
- Will be required to pass a preemployment drug screen.

**Supervisory
Responsibility**

Supervision is exercised over subordinate security officers and other related personnel.

**Supervision
Received**

General supervision is received from the City Manager or his designee.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

7/97

Revised

9/06, 1/18, 8/2022, 11/2024