KANSAS CITY
Human Resources

City of Kansas City, Missouri
Job Class Specification

Job Title: SECURITY SPECIALIST **Department:** MULTI

Job Code: 3311 **Status:** NONEXEMPT **Grade:** NE-4

Summary

This is responsible security work in the security functions and implementation of procedures and measures to secure the safety and protection of employees, visitors, and municipal properties.

Work involves the ability to exercise sound and independent judgment in emergency situations and responsibility for recognizing the social importance of security functions. An employee in this class must be tactful and courteous when in contact with the public and must perform the duties conscientiously and efficiently.

Duties and Responsibilities

- Responsible for maintaining order and the security of municipal property; establishes procedures to ensure effective security of vital areas.
- Investigates security violations, accidents, emergencies and disturbances; makes arrests for violation of laws or ordinances.
- Prepares work schedules to provide adequate security protection procedures for a variety of activities and buildings within an assigned area; visits sites to which subordinate security officers have been assigned; observes and evaluates work performance.
- Reviews reports of actions taken as submitted by subordinate security officers; keeps records and prepares reports.
- Receives visitors and keeps control registers.
- Checks out electronic and telephone security systems as necessary; reports needed repairs.
- May supervise the work of a moderate sized force of security officers
- 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:
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

High school graduation and possession of certificate of completion of a recognized police academy at the state, county or municipal level and three (3) years experience as a fully commissioned police officer.

OR

High school graduation, supplemented by an accredited associate's degree in criminal justice, law enforcement or related area and one (1) year of responsible security and/or law enforcement experience.

OR

High school graduation and five (5) years of responsible security and/or law enforcement experience.

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 a special police commission as issued by the Kansas City Police Department.
- May be required to pass a preemployment drug screen

Supervisory Responsibility

Supervision may be exercised over assigned personnel.

Supervision Received

Work is performed under general supervision.

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 11/80

Revised 12/03, 9/06, 8/22, 7/26