



**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.
- Crime prevention techniques.

Ability to:

React quickly and calmly in emergency situations, and determine an effective course of action.

Create lessons plans for security training for varied sites.

Respond after hours to emergency security situations that require immediate attention of a supervisor.

Plan, assign, and supervise the work of a moderately large number of subordinate security officers.

Understand, evaluate, plan, create, and carry out relatively complex security training sessions with subordinate personnel and general employee population.

Maintain satisfactory relationships with administrative officials, other employees, law enforcement officials, and the general public.

Investigate crimes and incidents.

Prepare and review reports.

Express ideas effectively, both orally and in writing.

Skill in:

The care, use, and safety of firearms.

**Education and Experience**

High school graduation and five (5) years experience in law enforcement or security.

OR

Accredited Bachelor's degree and one year of experience in law enforcement or security..

**Certificates/  
Licenses/Special  
Requirements**

- Must pass a background check, psychological evaluation, non-regulated drug screen (including THC) and physical examination as prescribed by the City
- Must be eligible to obtain and maintain a special police commission as issued by the Kansas City Police Department.

**Supervisory  
Responsibility**

Supervision is exercised over assigned security staff.

**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**

7/98

**Revised**

12/03, 9/06, 11/16, 8/22, 02/26