



City of Kansas City, Missouri Job Class Specification

Job Title:	SUPERVISOR OF SECURITY	Department:	MULTI
Job Code:	3314	Status:	NONEXEMPT
		Grade:	NE-6

Summary

This is responsible administrative and supervisory work in the directing and enforcing the security activities according to established City policies and procedures.

Work involves responsibility for supervising, directing, and participating in security, safety, and protection activities of employees, visitors, and City assets. Employees of this classification must be creative, tactful and courteous when interacting with co-workers and the general public, and must perform their assigned duties in a conscientious and efficient manner. Assignments are received in oral and written form with general directions. Work is performed in accordance with established policies and procedures, but incumbent must exercise sound independent judgment in dealing with emergency situations. Work is reviewed by superior through conferences, reports, and evidence of accomplishments of specific security programs

Duties and Responsibilities

- Plans, assigns, and supervises the work of moderate-sized staff of security officers responsible for maintaining order and security of municipal property.
- Establishes procedures to ensure security of vital areas.
- Investigates security violations, accidents, emergencies and disturbances; makes arrests for violation of laws or ordinances.
- Visits work sites in which subordinate security officers have been assigned; observes and evaluates work performance.
- Evaluates reports submitted by various employees relating to security matters; determines a course of action to prevent crime and injury to employees and city property.
- Works with City departments in developing security improvements at City-owned facilities.
- Conducts security audits and assessments at City facilities and assists in implementing recommendations contained in the audits and assessments.
- Develops and conducts security training programs for security staff and general city staff.
- 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.
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 possession of certificate of completion of a recognized police academy at the federal, state, county or municipal level; and five (5) years experience as a fully commissioned police officer or in the corporate security field.

OR

Accredited Bachelor's degree in the administration of justice or business or public administration or a related field and two (2) years of experience in law enforcement or security work.

OR

An equivalent combination of education and 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 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 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