

Market Range Detail - Security Officer Manager

Effective Date

April 1, 2005

Market Range Title Description

POSITION OVERVIEW

This position is responsible for the supervision, planning, organization, coordination and implementation of administrative, training, and operational functions critical to maintaining the security and safety of assigned facilities, personnel, clients and the general public.

DISTINGUISHING CHARACTERISTICS

This position is the third in a three-part Security Officer series that includes Security Officer and Security Officer Supervisor. Incumbents in this classification are distinguished from Security Officer Supervisors in that they oversee the daily operations of a security unit through subordinate supervisory staff.

ESSENTIAL JOB TASKS

(This is not an all-inclusive list of all job duties that may be required; employees will be required to perform other related duties as assigned. List in order of importance.)

- Provides leadership and direction to court security personnel in relation to the interpretation and successful implementation of policy, procedures, goals, and objectives as well as the effective deployment of security personnel for optimal security coverage, staffing, and performance.
- Ensures compliance of department administrative and operational activities with all Federal, State and local laws.
- Observes, evaluates, and communicates with subordinate personnel in relation to the established performance standards, organizational and department expectations, and compliance with all established and published policies and procedures.
- Ensures the effective training of court security personnel so that all subordinate personnel have the necessary skills, training, and abilities to fully perform all duty requirements; providing this training as required on a regional or department wide basis.
- Responds to and performs preliminary investigations of complaints regarding security services and/or security personnel performance within the area of responsibility. Develops preliminary findings of fact on original complaints and coordinates initial internal investigations with the Director/Deputy Director.
- Responds to and provides appropriate emergency medical care to include First Aid and, CPR/AED in response to medical emergencies.
- Responds to security incidents, tactical situations and emergencies.
- Implements successful command and control of situations through the use of defensive tactics, techniques, skills, and defensive weapons to achieve the effective de-escalation and control of situations as required, as well as ensuring the effective implementation of incident command systems and emergency procedures.
- Carries and uses AZ POST standards firearms, chemical agents, restraints, batons and other non-lethal defensive weapons when necessary.
- Interprets policies, directives, orders, and other personnel regulations and assures their consistent application. Identifies policy and operational deficiencies and concerns, developing and proposing solutions.

Market Range

Minimum Hourly Rate

\$18.60

Midpoint / Hiring Maximum

\$23.25

Maximum Hourly Rate

\$27.90

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.

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Likely Minimum Qualifications

- High School Diploma or GED and four (4) years of public safety, security, law enforcement, or intensive public customer service experience of which two (2) years must be in a managerial or supervisory capacity. An equivalent combination of education and work related experience, substituted for a year for year basis.
- Obtain certification in defensive weapons tactics within one year of employment or appointment. Obtain certification as a CPR provider and Basic Life Safety within six months from hire date. Possess and maintain a valid Arizona Driver's License.

Working Titles

- Captain
- Security Officer Manager

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