

*CLASS SPECIFICATION FOR*  
**Chief of Security Services**

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**GENERAL STATEMENT OF DUTIES:** Supervises and coordinates a security program for County-owned property; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible for supervision and coordination of the security program of County-owned property, including security of buildings, grounds and parks, monitoring of the energy management/building management systems and night and weekend coverage of the non-public safety radio network. The incumbent in this position projects a good public image and performs an important public relations function. Exercises supervision over personnel who operate a computerized console system with monitor screens and printouts. The Chief of Security Services who is armed, supervises Security Officer Supervises who are assigned to patrol, building, security console posts or academy training assignments within Security Services. Receives general supervision from the Buildings and Grounds Manager, but exercises independent judgment in day-to-day security operations with only unusual problems referred to the supervisor for assistance.

**EXAMPLES OF WORK** (illustrative only):

- Schedules work assignments, evaluates and supervises work of the Security Officers;
- Supervises and trains personnel on the building management/security/life safety computerized console system with monitor screens and printouts;
- Coordinates, supervises and trains personnel on operation of County radio net on nights, weekends and holidays;
- Coordinates, supervises and trains personnel on operation of Schools' energy management/building management computer system on nights, weekends and holidays;
- Coordinates, supervises and trains personnel on operation of the Utilities' security/service call system and calls out personnel when needed;
- Provides daily reports to Utilities on water and sewer complaints and problems;
- Ensures that building temperatures are recorded hourly, particularly for the Data Processing Center, or as required;
- Prepares and implements schedules of special events as pertain to security, parking, lighting, heating and air-conditioning;
- Works with the Division of Police on matters of mutual concern;
- Deals effectively with the public, employees and judges on security matters;
- Inserts commands to computer console system;
- Spot checks County-owned property (while security officers may or may not be on duty at the location) to maintain proper security during hours in which County offices are closed;
- In order to provide proper security, may perform work of security officer during an assigned shift due to absence of the regular security officer;
- Keeps records and makes reports concerning security operation;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Extensive knowledge of security practices, procedures and techniques; ability to effectively supervise employees; ability to maintain accurate and concise records; ability to act on own initiative; ability to properly handle firearms; ability to establish and maintain harmonious working relationships and to be pleasant yet firm in dealing with County employees, judges and the general public; ability to operate a computerized console system; integrity; good judgment; physical condition that permits the activities necessary in and inherent to security operations.

## Chief of Security Services (continued)

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school and four (4) years of experience in security operations, one (1) of which shall have been at the supervisory level; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a valid driver's license issued by the State of Virginia. Must successfully complete basic security academy and required firearms training in specified time period. The successful candidate will have no felony convictions or any convictions relating to domestic violence issues.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.