

ASSISTANT DIRECTOR OF SECURITY - HOSPITAL

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Director of Security - Hospital, this position is responsible for assisting in establishing and administering systems and procedures to provide the comprehensive security and safety of all property, buildings, equipment, personnel and visitors at the Medical Center. Supervision is exercised over a large number of security personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Recommends revisions to the manpower time schedule to provide twenty-four hour a day, seven days a week, security coverage as operational needs change;

Monitors and recommends revisions to the access control system for all buildings of the Westchester County Medical Center;

Administers and maintains the photo identification system at the Westchester County Medical Center;

Administers and maintains a system for key control for all Medical Center Buildings;

Continually monitors a system for theft control both internally, and externally and recommends appropriate changes;

Conducts in-service education programs for security division personnel;

Gathers and compiles data for the preparation of budget and personnel requests for Security Division and formulates appropriate justifications;

Assists in administratively maintaining surveillance of parking areas to assure the employees and visitors are parked in designated areas and prevent vandalism;

May attend meetings, training conferences and similar seminars on safety;

Assists in reviewing and analyzing the safety and security programs and makes proposals for necessary revisions and innovations;

Submits security reports and other required reports as requested;

Assists in the development of contingency plans to deal with various types of emergency situations;

Conducts unscheduled tours of the Medical Center to assure that safety and security measures are being carried out;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles, practices and techniques employed in establishing and maintaining institutional and building safety and security; good knowledge of the techniques and methods of safety and security analysis; good knowledge of safety and security laws, rules and regulations; ability to formulate, develop, implement and supervise a multi-scale safety and security program; ability to plan, direct, and evaluate the performance of assigned personnel; ability to establish effective working relationships with key management personnel, associates, subordinates and the general public; ability to identify staff training needs and to obtain those necessary resources in order to satisfy those needs; ability to maintain records and make reports; initiative; sound professional judgment; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an accredited high school and either (a) graduation from college* and three years of experience in safety and security work for a public law enforcement or private security agency, one year of which must have been in a supervisory or administrative capacity; or (b) seven years of the experience listed in (a) including the one year of specialized experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.