

## DIRECTOR OF INTELLIGENCE, SECURITY AND COUNTER TERRORISM

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner/Sheriff of the Department of Public Safety, the incumbent of this position directs, organizes, plans, coordinates and implements domestic security procedures and plans for Westchester County and its municipalities, including directing intelligence gathering and counter terrorism activities. This is not a Police Officer position, rather, the incumbent acts as special advisor to the Commissioner/Sheriff and the County Executive in developing County-wide policies, procedures and practices as they relate to Homeland Security efforts. Extensive and substantial contact is developed and maintained with elected officials, managerial and professional members of the emergency service community, federal, state, and local emergency managers, law enforcement, the media, and the community at large. Supervision is exercised over professional and technical personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Provides oversight to the security programs and initiatives throughout Westchester County, particularly with respect to the County Departments of Public Safety, Emergency Services, Transportation, Information Technology and Health, to enable the prevention, detection, response and recovery from terrorists threats or acts of violence;

Develops and recommends policies and procedures for homeland security measures, identifying requirements while maintaining effective and efficient operations within County government;

Searches for, categorizes, analyzes and transmits timely and significant intelligence and information reports to various law enforcement agencies;

Develops and maintains a comprehensive network of senior level contacts within the law enforcement community at local, state and federal levels to ensure effective coordination of inter-agency operations;

Acts for and on behalf of the Commissioner/Sheriff on all matters related to security, intelligence and counter terrorism activities; represents the department at local, state and federal meetings and conferences;

Coordinates training related to security, intelligence gathering and counter terrorism operations;

Serves as the coordinator of the Counter-Terrorism Intelligence Task Force for Counter-Terrorism Zone 3; serves as the technical liaison with the New York State Office of Public Security and the Federal Department of Homeland Security as a member of the Zone's Executive Committee;

Conducts security surveys, develops reciprocal plans, and coordinates for the improvement of security at Westchester owned and leased property; briefs the County Executive's Office and the Board of Legislators at the direction of the Commissioner/Sheriff;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Serves as the security liaison to the Indian Point Nuclear Power Plant, New York City's Department of Environmental Protection Police, Corporate/Global security directors, the Transportation Security Agency, the FBI, etc., for the security of the water aqueduct system for County, security at the County Airport, and other vital security infrastructure elements throughout the County;

Researches, coordinates and develops state, federal, and private funding opportunities to secure financial and technical assistance for security;

Conducts community education and public information activities designed to increase public awareness of security issues.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of operational practices involved in developing and implementing security procedures to prevent terrorism; thorough knowledge of local, state, and federal laws relating to security, intelligence and counter terrorism activities; thorough knowledge of training techniques; ability to identify critical needs, operating issues and propose realistic remedies to security deficiencies; ability to communicate effectively both orally and in writing; ability to coordinate plans and programs amongst a diverse law enforcement spectrum; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; tact; initiative; sound judgment; integrity; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and seven years of experience where the primary function of the position was the development of counter terrorism measures, three years of which must have been in a supervisory capacity.

SUBSTITUTION: A Master's Degree in Criminal Justice, Emergency Management, Police Science, Public Administration or a related field may be substituted on a year for year basis for up to one year of the required experience. Candidates must possess the three years of supervisory experience.

NOTE: Unless otherwise indicated, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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 Department of Education as a post-secondary, degree-granting institution.

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J.C.: Pending  
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Job Class Code: E0824  
Job Group: XVI