

DIRECTOR OF PROGRAM DEVELOPMENT I (PRC SECURITY)

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Commissioner of the Department of Parks, Recreation and Conservation, an incumbent of this position is responsible for the Department's overall security, safety and loss prevention program. Work involves ensuring that all park facilities are operated in accordance with standard security measures which are to be established and maintained throughout the County's park system as well as at facilities such as Playland and the County Center. This position serves as the primary liaison with the Department of Public Safety in coordinating security for events such as festivals, concerts, shows at the County Center, etc.; as well as with the Department of Emergency Services regarding fire and EMS issues. Responsibilities also involve developing and conducting a comprehensive training program for all staff on safety, security and loss prevention measures to assist in loss prevention and assure patron safety; troubleshoot potential problems with park entrance and egress; and serving as the primary liaison to other County departments, local municipalities, private groups, etc. to ensure security and safety planning as needed. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Establishes and maintains a security, safety and loss prevention program for the Department of Parks, Recreation and Conservation by ensuring that uniform standards are developed and consistently applied throughout the park system;

Ensures that all PRC staff is trained in safety/security/loss prevention protocols to assure integrity of security program and patron safety;

Serves as the primary liaison to the Department of Public Safety to coordinate the appropriate degree of security and safety planning for events such as festivals; concerts, shows at the County Center, events at Playland Park, etc.; provides direction to designated Police staff to ensure that assignments are properly coordinated;

Serves as the primary liaison to the Department of Emergency Services with regard to fire and EMS issues; ensures that Park staff is trained on the appropriate actions to be taken in such emergencies;

Works with the Commissioner and managerial staff to review, revise, or develop emergency and evacuation plans for all park facilities;

Works with appropriate managers throughout the park system to ensure that daily safety and security inspections at parks facilities are performed;

Establishes and maintains systems to ensure that safety and security inspections are performed in accordance with established protocols;

Develops inventory control systems and directs the conduct of random equipment audits throughout park facilities;

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

Serves as liaison with the Department of Public Safety and the Department of Public Works on security projects;

Serves as the primary contact to investigate claims of violence in the work place;

Coordinates all Code Adam Training and Drills for park facilities;

Conducts employee orientation and annual training on loss prevention safety and security protocols;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

Performs other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough 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 and direct the performance of assigned personnel; ability to establish effective working relationships with key management personnel, associates, subordinates and with the general public; ability to identify staff training needs and to obtain the necessary resources in order to satisfy these needs; ability to maintain records and make reports; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; initiative; sound professional judgment.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and four years of law enforcement experience for a municipal, state or federal government agency, providing administrative supervision (i.e. supervision of subordinate supervisory staff), two years of which must have involved developing and implementing security protocols for reducing or preventing crime.