

## DIRECTOR OF PROGRAM DEVELOPMENT II (SECURITY SERVICES)

GENERAL STATEMENT OF DUTIES: Develops, implements, and coordinates comprehensive security, safety and fire protection programs at the Westchester County Medical Center; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class has responsibility for developing and coordinating systems and procedures to provide the comprehensive security, safety and fire protection of all property, buildings, equipment and visitors at the Westchester County Medical Center and its ancillary sites. Supervision is exercised over a number of security and safety program personnel.

### EXAMPLES OF WORK: (Illustrative Only)

Directs and coordinates the administrative and operational activities related to the delivery of security, safety and fire protection;

Develops and implements policy and procedures related to security, safety and fire protection issues;

Implements and monitors standards and codes regulating fire safety, security, and safety as required by state and various regulatory agencies;

Participates in the preparation and submission of budgetary requests for the security, fire safety, and safety programs;

Monitors quality of security, safety, and fire safety services provided and makes recommendations for changes;

Meets with Department Heads and Administrators to review ongoing progress and problem solving, addressing efficient and quality of service issues;

Establishes and administratively maintains systems for entrance and exit controls for all buildings;

Establishes and coordinates in-service education programs on security, safety and fire safety issues;

Develops contingency plans to respond to various types of emergency situations;

Consults with public and private agencies regarding safety, security and fire programs;

Attends meetings and conferences, as required.

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; thorough 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 coordinate a multi-scale safety and security program; ability to establish effective working relationships with key management personnel, associates, subordinates and general public; ability to identify training needs of immediate staff and other Medical Center staff and to obtain the necessary resources in order to satisfy these needs; ability to communicate effectively both orally and in writing; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) a Bachelor's Degree\* and ten years of experience in safety and security work for a public law enforcement or private security agency, four years of which must have been in a supervisory capacity; or (b) fourteen years of experience as outlined in (a) including the four years 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 accredited or recognized by the Board of Regents of New York State Education Department as a post secondary degree granting institution.

SPECIAL REQUIREMENT: Candidates must possess certification or be eligible for certification as a Certified Protection Professional (CPP) from the American Society for Industrial Security.