

DIRECTOR OF SECURITY - MEDICAL CENTER

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Vice President of Hospital Security Services, an incumbent of this position is responsible for implementing and administering systems and procedures to provide comprehensive security and safety sources of property, buildings, equipment, personnel and visitors in an assigned area of the Medical Center. Oversight may be administered over a large number of contracted Security personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises a manpower time schedule to provide twenty-four hour a day, seven day a week, security coverage;

Directs an entrance and exit control system for assigned buildings on the campus of Westchester Medical Center;

Coordinates the photo identification badges and parking privileges at the Westchester Medical Center;

Directs and supervises a system for key control for Medical Center Buildings;

Establishes and administratively maintains a system for theft control both internally, and externally;

Establishes and coordinates in-service education programs for security division personnel;

Supervises visitor control and information service in Medical Center Buildings;

Assists the fire and safety committee in promoting and implementing its programs;

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

Attends meetings, training conferences and similar seminars on safety;

Continually reviews and analyzes the safety and security programs and makes proposals for necessary revisions and innovations;

Establishes and administratively maintains record keeping systems for Security Division;

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 maintained;

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

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

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May prepare budget and personnel requests for Security Division;

May perform 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 in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; sound professional judgment.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: : High school or equivalency diploma and nine years in safety and security work for a public law enforcement or private security agency, two years of which must have been in a supervisory capacity.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for each year of the general 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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.