**Class Summary**

The responsibilities of this classification include directing, managing, and refining security programs for assigned King County premises, including serving as the strategic advisor to the Facilities Management Director on all security and life safety initiatives and issues. Incumbents will lead and establish operating protocols with key stakeholders, including law enforcement, in the coordination of actions for routine and non-routine security events and operations as well as provide tactical, first response to emergencies and/or disasters.

**Distinguishing Characteristics**

This is the fourth level in a four-level classification series. This classification is distinguished from the Security Supervisor classification in that incumbents within the Security Supervisor classification serve as the first line supervisor of security personnel responsible for ensuring and maintaining the security of County buildings, facilities, and properties.

**Examples of Duties**

1. Manage the security section by formulating policy and procedures, and provide leadership for assigned staff with direct support and mentoring.
2. Develop, approve, and monitor the annual work plan and budget for the section by ensuring security objectives are aligned with identified security threats and system needs; lead short/long term planning for security enhancements and operations.
3. Serve as agency principle in collective bargaining and lead in the development of labor relations policy in coordination with the Office of Labor Relations (OLR) for security staff and issues impacting security operations.
4. Advise and coordinate on criminal investigations with appropriate law enforcement agencies; conduct internal investigations relating to theft or crimes committed on, or against King County property or leased spaces.
5. Manage and direct the work of contract security guards and provide operational assessments relating to system security enhancements.
6. Develop training on fire/life safety procedures to include training and knowledge products, drills, and evacuations.
7. Manage Security Electronics Unit to ensure efficient operations of fire/life safety monitoring and alert systems; review and adjust emergency/all-hazard response plans.
8. Review and adjust policies, procedures, and standard operating procedures to ensure fire/life safety programs are in compliance with local, state, and federal laws.
9. Conduct comprehensive site specific security surveys and make recommendations on physical security upgrades; work with county agencies to develop security enhancements to support evolving security needs.
10. Provide input on security systems and integration needs on capital improvement projects and monitor the budget on purchased security equipment.
11. Direct the actions and activities of a 24/7 Emergency Dispatch Center, when activated.
12. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of security operations and policy development

Knowledge of criminal and civil legal protections of people and property

Knowledge of police defensive tactics and use of force

Knowledge of performance management and discipline

Knowledge of the principles, practices, and techniques of labor relations, including interest-based or collaborative negotiations with unions

Skill in investigations

Skill in planning and organizing

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Washington State Driver’s License

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service  |
| **EEO Code** | 4 |
| **Levels within same series** | Security Officer, Security Sergeant, Security Supervisor, Security Manager |
| **Class History** | 01/2020 – Created |