

CLASS TITLE: PUBLIC SAFETY/SECURITY MANAGER

PURPOSE OF THE CLASSIFICATION: Under general supervision manages a comprehensive security program for the City of Tulsa, including management of the City's Information security and other related assigned duties.

ESSENTIAL TASKS:

- Manages 24 hour, 7days per week security for critical City of Tulsa assets and other public facilities to ensure related EPA guidelines
- Develops, coordinates and manages the City's Homeland Security Plans and associated employee education program
- Prepares and manages the security operations budget
- Manages the access control system for all City facilities and related contracts
- Manages, supervises and monitors security for various public meetings both inside and outside City Hall
- Manages security officers to include hiring, performance reviews and termination
- Performs investigations of highly sensitive confidential workplace issues for the Mayor's office and coordinates with HR, Legal and IT on other sensitive issues
- Reviews security reports for crimes and threats involving City facilities exclusive of the Police Department
- Establishes and supervises special security measures to deter environmental crimes, provides coordination of State Environmental officers activities in the City and enforcement of related municipal laws
- Manages the City of Tulsa's Litter Abatement Program and participates on committees and task forces related to security initiatives
- Manages the City of Tulsa Parking Meter program, including supervision of assigned staff
- Presents complex equipment assessments to Needs and Standards Committee
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in criminal justice, the behavioral sciences, or a related field and five (5) years of progressively responsible experience in personnel/facility security management or commissioned law enforcement; or High School Diploma and nine (9) years of progressively responsible experience in access control, personnel/ facility security management or commissioned law enforcement or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of security and law enforcement principles, practices and techniques; considerable knowledge of IT security principles, practices and technologies; good knowledge of security and crime related regulations, ordinances and laws; good knowledge of the appropriate safety procedures; and good knowledge of specialized fleet equipment and related report writing. Ability to supervise security personnel; ability to establish and maintain effective working relationships with employees, members of the general public, elected City officials and local, state and federal law enforcement agents; ability to understand and interpret ordinances, laws and other operating procedures; ability to demonstrate safe, prudent and competent use of a sidearm; ability to remain calm in emergency situations; ability to communicate in noisy, hazardous, or stressful situations with or without use of equipment; ability to make split second decisions; ability to safely operate motor vehicles and electronic communication devices; ability to coordinate emergency situations and to respond appropriately; ability to cope with problem situations firmly, tactfully and courteously; ability to analyze data information and provide pertinent management information reports; ability to maintain precise records and properly budget security operations; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, telephone; occasional lifting and carrying up to 60 pounds; may be subject to sitting for extended periods of time, physical strength and stamina to chase and subdue fleeing persons and arrest suspects and to rescue victims; sufficient hand-eye coordination and position mobility in the ankles, knees, hips, and back for required proficiency standards and positions with both the "gun" and "non-gun" hand; and vision, speech, and hearing to perform the essential duties.

Licenses and Certificates: Possession of a valid Class "D" Oklahoma Operator's License (CDL); and Armed Security Guard License and Private Investigator License. CLEET certification preferred.

WORKING ENVIRONMENT: Working environment is indoors/outdoors in all weather conditions; requires use of telephone and other office equipment.

Class Code: 1105

EEO Code: E-03

Pay Code: EX-44

Group: Public Safety

Series: Public Safety Technical

Effective Date: September 4, 2014