



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 24-047 **POSTING DATE*: FROM:** 7/11/24 **TO:** 9/11/24

JOB TITLE: Security Coordinator (Pending)

RATE OF PAY: 2024 Starting Salary: \$72,111/ yr (\$36.98/hr.)

LOCATION: Ontario County Department of Human Resources

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

Either:

1. Possession of a Bachelor's Degree, or higher, AND three (3) years full-time experience, or its part-time equivalent, in facility coordination or security, two (2) years of which must have been in a supervisory capacity; OR
2. Possession of an Associate's Degree AND five (5) years full-time experience as described in (1) above, two (2) years of which must have been in a supervisory capacity; OR
3. Graduation from high school or possession of a high school equivalency diploma, AND seven (7) years full-time paid experience, or its part-time equivalent as described in (1) above, two (2) years which must have been in a supervisory capacity; OR
4. An equivalent combination of training and experience as defined by the limits of (1), (2) and (3) above.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: In accordance with General Business Law, Articles 7 and 7A, Section 89-g, all security personnel must register with the NYS Department of State, Division of Licensing Services immediately upon employment. Registration includes fingerprinting and a thorough background check by the State Department of Criminal Justice Services and FBI.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

APPLICATION DEADLINE / LAST FILING DATE*: 9/11/24

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

SECURITY COORDINATOR

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Bachelor's Degree, or higher, AND three (3) years full-time experience, or its part-time equivalent, in facility coordination or security, two (2) years of which must have been in a supervisory capacity; OR
2. Possession of an Associate's Degree AND five (5) years full-time experience as described in (1) above, two (2) years of which must have been in a supervisory capacity; OR
3. Graduation from high school or possession of a high school equivalency diploma, AND seven (7) years full-time paid experience, or its part-time equivalent as described in (1) above, two (2) years which must have been in a supervisory capacity; OR
4. An equivalent combination of training and experience as defined by the limits of (1), (2) and (3) above.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: In accordance with General Business Law, Articles 7 and 7A, Section 89-g, all security personnel must register with the NYS Department of State, Division of Licensing Services immediately upon employment. Registration includes fingerprinting and a thorough background check by the State Department of Criminal Justice Services and FBI.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

DISTINGUISHING FEATURES OF THE CLASS: This class is responsible for ensuring compliance with existing policies and procedures for safety and security and insuring the safety and security of all users of the buildings and properties of the agency. The work involves the development, review, recommendation, and implementation of improvements and/or modifications on security matters. Additionally, the incumbent will provide instruction and training orientation and programs in order to achieve a greater awareness of safety and security policy and procedures. The incumbent may supervise security staff including assigning work and conducting performance evaluations. The work is performed under the general direction of a higher-level administrator with leeway for use of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Ensures the safety and security of all users of the buildings and properties;
Identifies security concerns and recommends improvements and/or modifications to and implementation of ongoing security improvements including upgrades to programs, facilities, equipment, software, etc.;

Continued on Page 2

SECURITY COORDINATORTYPICAL WORK ACTIVITIES: (Continued)

Works with Safety Coordinator and Buildings and Grounds on issues such as air quality testing, ergonomics, occupational, safety and health, building safety issues, capital improvements and coordinating fire drills;
 Manages security program and reviews video surveillance of buildings;
 Manages building access rights for employees and vendors;
 Coordinates security work, contracts, and activities with other departments and outside agencies;
 Facilitates and supports discussion and decisions by administration regarding security related issues;
 Organizes and facilitates security related education and training for employees;
 Works with appointed security contacts from each building to ensure consistent and continued program implementation;
 Develops and administers department and building level security plans;
 Consults on all security matters;
 Serves as the primary point-of-contact between the agency and on-site security vendors, consultants, and law enforcement;
 Oversees regular auditing/testing of security measure and makes recommendations for needed changes;
 Participates in security related training;
 Provides regular reports to supervisor and legislative boards;
 Implements and enforces workplace violence prevention and security programs;
 Reviews and manages incident reports and recommends corrective action when necessary;
 May supervise security staff including assigning work and conducting performance evaluations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good general knowledge of the modern principles and practices of supervision and building management; good general knowledge of engineering, building trades or building maintenance sufficient to become familiar with a relatively high-tech building and security systems; good general knowledge of law enforcement and security methods such as patrolling investigating and observing; good interpersonal skills; working knowledge of computer systems sufficient to learn how to use the existing technology and stay up to date with advances in the field; ability to employ an aggressive and proactive approach problem solving; ability to plan and supervise the work of others in a manner conducive to full performance and high morale; ability to express oneself clearly and concisely both orally and in writing; ability to establish and maintain an effective working relationships with the public and staff; ability to deal firmly but courteously and tactfully with the public when enforcing laws or rules; willingness to see the building occupants and general public as customers and work from that perspective during periods of normal and high stress; willingness to work in a group/team environment; high standards of work environment cleanliness and close attention to detail; good powers of observations; physical condition commensurate with the demands of the position.

APPROVED: 3/5/24

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES