

## Wayne-Finger Lakes BOCES – Vacancy

Salary range: \$70,000-\$90,636/yr.

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.

### SAFETY AND SECURITY MANAGER

#### MINIMUM QUALIFICATIONS: Either:

1. Possession of a Bachelor's degree, or higher, in Criminal Justice, Business Administration, Emergency Management, or closely related field AND four (4) years full-time paid work experience, or its part-time equivalent, in security, law enforcement, or emergency management; OR
2. Possession of an Associate's degree in Criminal Justice, Business Administration, Emergency Management, or closely related field AND six (6) years full-time paid work experience, or its part-time equivalent, in security, law enforcement, or emergency management; OR
3. Graduation from high school or possession of a high school equivalency diploma AND eight (8) years full-time paid work experience, or its part-time equivalent, in security, law enforcement, or emergency management.

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 – AT TIME OF APPOINTMENT: Must possess a current identification card reflecting registration by the NYS Department of State, Division of Licensing Services, as a Security Guard at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

NOTE: Active duty police officers in New York State are exempt from the Special Requirement of possessing a Security Guard license. However, police officers separated from service (i.e. retired) are considered civilians and must register as a security guard and complete all training.

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: The work involves responsibility for managing, coordinating, planning, and implementing a comprehensive security and emergency preparedness program for the Wayne-Finger Lakes BOCES (BOCES) and/or component school districts. The incumbent will work with BOCES and/or component school district administrators and personnel to examine school safety procedures and identify concerns. The incumbent serves as the Chief Emergency Officer for BOCES. The position is responsible for BOCES-wide emergency and security planning, management and training. The work is performed under the general supervision of the Assistant Superintendent for Administration with considerable leeway for exercising independent judgment in implementing the general policies and objectives of the security and emergency preparedness program. General supervision may be exercised over the work of building security personnel or contracts. Does related work as required.

## SAFETY AND SECURITY MANAGER

### TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Leads, coordinates, and oversees the planning, development and implementation of a security program within BOCES and component school districts;  
Attends meetings, conferences, and workshops related to emergency management to learn new information and develop working relationships with other emergency management specialists;  
Assists in developing and managing the BOCES-wide safety and security plan;  
Develops and communicates security policies and procedures by studying organization operations and schedules;  
Establishes internal controls; conducts inspections as appropriate; reports potential hazards to appropriate departments;  
Creates and updates School Board policies and standard operating procedures, safety and security manuals;  
Provides training and professional development to stakeholders;  
Manages BOCES and component school districts emergency response teams;  
Coordinates with administration, public relations, first responders, and other appropriate personnel working within the National Incident Management System;  
Conducts investigations as necessary and assigned;  
Manages component school districts safety compliance with federal, state and local regulations by studying existing and new requirements and overseeing and enforcing school-wide adherence to requirements.  
Recommends appropriate equipment and security upgrades, as needed;  
Manages the preparation of local, state and federal reports relative to areas of responsibilities.  
Assists with developing and coordinating cooperative agreements, interagency agreements, and contracts with other agencies;  
May supervise building level security staff;  
Performs other duties as assigned.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and tools of a modern safety and security program related to an educational facility;  
Thorough knowledge of applicable Federal, State and local security and safety regulations;  
Thorough knowledge of investigative techniques as applied to a school safety and security function;  
Thorough knowledge of proper negotiating techniques in crisis situations;  
Good knowledge of local fire, health, drug and law enforcement objectives and functions;  
Good judgement and analytical skills;  
Ability to plan and implement programs including BOCES-wide and District-wide emergency procedures involving school personnel, students and outside resource personnel (police, fire EMS and PESH);  
Ability to evaluate, develop and monitor school safety and security regulations and policies;  
Ability to develop and conduct safety-related training;  
Ability to communicate effectively in English, both orally and in writing;  
Ability to establish and maintain effective working relationships with a wide variety of people;  
Ability to supervise staff;  
Tact; Diplomacy; Initiative; Resourcefulness; Dependability;  
Physical condition commensurate with the demands of the position.

APPROVED: JANUARY 6, 2025

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTIONS: WAYNE-FINGER LAKES BOCES

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES