



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code: 5535

SECURITY SUPERVISOR

GRADE J

SCOPE OF WORK:

Individuals in positions assigned this classification are responsible for directing security personnel in safeguarding physical property and associated assets.

DUTIES PERFORMED:

- Direct overall security programs and policies.
- Schedule and supervise security personnel.
- Investigate actual or suspected security violations.
- Establish operational procedures for guarding physical property.
- Ensure cooperation and coordination with law enforcement officers and firefighters.
- Ensure that physical property is secured according to accepted policy and procedure.
- Ensure that security checks are performed as required.
- Provide assistance as needed or requested by local agencies for investigations or emergencies.
- Consult with superiors regarding the development and implementation of facility security programs.
- Implement security policies and procedures.
- Evaluate the performance and effectiveness of subordinates.
- Ensure that appropriate training and instruction is given as needed.
- May direct activities involving maintenance and custodial duties.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires an associate degree and a minimum of two years of security experience, one in a managerial/supervisory capacity; or four years of increasingly responsible security experience, one in a managerial/supervisory role. Five years of security experience may be substituted if supervisory training course is completed within one year of hire.

Eff. Date: 07/76

Rev: 06/92 – Rewritten for administrative factoring project. Title changed

Rev: 02/98 – Rewritten in current format

Rev: 04/99 – Added Management Breadth factor statement

Rev: 07/12 – Conversion to Hay System