



Job Description
Prepared/Revised: March 2020

Job Title: **Security Services Manager**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Typical Work Year: **12 months**

Job Code: **3055**
 FLSA Status: **Exempt - E**
 Pay Range: **L 10**

SUMMARY: Provide a safe and secure learning and working environment for all students and staff of Adams 12 Five Star Schools. Provide daily management of the Adams 12 Five Star School Communication Center. Principal advisor for all matters related to safety, security, and asset protection. Collaborate with public safety agencies which serve the district to ensure continuity of emergency and disaster planning and training.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Manage district-wide security operations and assist school administrators with ensuring school security operations provide a safe and secure learning environment. Assist in development and implementation of emergency response plans and acts as liaison to Adams County Youth Initiative. Investigate criminal matters involving personnel as they relate to violations of District Policies. District liaison to law enforcement.	D	20%
2. Develop, implement and oversee effective operations of district wide call center through evaluation of customer feedback and frequent review of internal processes. Make recommendations for operational improvements to the Security Services Director.	D	20%
3. Oversee the effective operations of district security staff through evaluation of customer feedback, and frequent review of internal processes. Make recommendations for operational improvements to operations executive director.	D	10%
4. Ensure the enforcement of local, state, and federal laws and regulations pertaining to K-12 school security operations. Represent Five Star Schools in local, state, and federal law enforcement and public safety meetings when applicable.	D	10%
5. Respond to schools 24/7: for emergency response and crisis management; investigate crimes against students, staff, and district facilities; perform specialized under cover/covert investigations when necessary.	D	10%
6. Develop, deliver, and manage training programs on security issues for school administrators, campus security officers, students, staff, and community.	W	10%
7. Evaluate and recommend budgets for Security Operations to ensure efficient and effective operations.	W	5%
8. Consult with Construction, Facility and Design departments on the installation and upgrade of new emergency responses and management systems.	W	5%
9. Assist with the district wide threat assessment process, evaluation of student safety plans, organization of disaster exercises, and readiness of district emergency teams. Assist with training of students and staff on district emergency protocols.	D	5%
10. Perform other duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in law enforcement, security, emergency planning, social sciences, criminology, or related field.
- Minimum of five (5) years of experience in law enforcement, security, or emergency management.
- National Incident Management System (NIMS) 100, 200, 300 and 400 required within two (2) years of hire.
- Must successfully complete current district training for supervision of Classified staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check for hire.
- Valid Colorado driver’s license required.

- Incident command Systems and response ICS 100, ICS 200, and NIMS 700 certifications required within two (2) years of entering position.
- First Aid and CPR certification within six (6) months of entering position.
- Ability to carry concealed firearm and to conform to applicable laws, district policies and insurance carrier requirements necessary to do so.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of law enforcement activities including patrol, investigation, K-9, and tactical operations.
- Knowledge of emergency preparedness, crisis response and training.
- Experience with relevant statutes that law enforcement might be exposed to.
- Working knowledge of drug and alcohol detection equipment.
- Working knowledge of Colorado juvenile code and criminal statutes.
- Proficiency with the district’s electronic security systems with two (2) months of entering position.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information system
- Must be able to communicate effectively and conduct public presentations to a wide range of audiences.
- Must be familiar with federal, state and local laws in order to interpret and disseminate such regulations as they relate to emergency response and crisis management.
- Ability to organize and motivate high level employees to work together to achieve common goals.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Personal computer and software applications necessary to complete daily assignments.
- Computer based Closed Circuit Television systems.
- Burglar/fire computer/sensor and monitoring system within six (6) months of entering position.
- Fire/Burglar alarm systems within six (6) months of entering position.
- Two-way wireless communications within one (1) year of entering position.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Security Services Director	5083

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Communication Center Lead	1	1481
	Security Guard	5	1482
	Facilities Operator/Dispatcher	7	1486

- Supervisory responsibilities include hiring, disciplining, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Assists in the development, administration, monitoring and coordination of the budget.
- Assists in the initiation of requisitions.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate		X		
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places		X		
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	