



## St. Bernard Parish, Louisiana Classification Specification

### CHIEF SECURITY OFFICER

#### **Purpose of Classification:**

The purpose of this classification is to direct the government's security functions, including physical security and security and safety of employees, facilities and assets.

#### **Essential Functions:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

- Create and implement security standards, policies, and procedures;
- Plan, direct, or coordinate security activities to safeguard company assets, employees, guests, or others on parish property;
- Write detailed investigative reports to be used in legal proceedings;
- Identify, investigate, or resolve security breaches;
- Perform risk analyses and develop appropriate countermeasures;
- Respond to medical emergencies, bomb threats, fire alarms, or intrusion alarms, following emergency response procedures;
- Conduct security audits to identify potential vulnerabilities;
- Recommend improvements in security systems or procedures;
- Knowledge of state and federal laws and guidelines;
- Work closely with Homeland Security and the Office of Emergency Preparedness;
- Liaison to the St. Bernard Parish Sheriff's Office;
- Maintain relationships with local, state and federal law enforcement and other related government agencies;
- Must be able to pass extensive background check.

#### **Additional Functions:**

Performs other related duties as required.

**Minimum Qualifications:**

High School Diploma or GED required supplemented by 10 years of law enforcement experience; 3-5 years of security experience; investigative training certification, normal and high-risk operations certification preferred or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Military experience preferred.

**Specific License or Certification Required:** Must possess and maintain a valid Louisiana Driver's license. Applicant must be commissioned.

**Performance Aptitudes:**

**Data Utilization:** Knowledge of relevant policies, procedures, and strategies to promote effective security operations for the protection of people, data and property within their assigned area of work. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**Human Interaction:** Requires the ability to work independently and provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations; the ability to talk to others to convey information effectively.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information. Requires the ability to listen and speak effectively to others.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; may include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Job requires being careful about detail and thorough in completing work tasks. Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria. Job requires maintaining composure and keeping emotions in check even in very difficult situations; using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**ADA Compliance:**

**Physical Ability:** Must be capable of performing all job-related physical demands;

**Environmental Factors:** Performance of essential functions may require exposure to adverse

environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, animal/wildlife attacks and animal bites.

*St. Bernard Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Parish will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Consideration for employment is made without regards to Race, Color, Religion, Sex, National Origin, Age, or Disability.*