

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Security Supervisor

Class Code: 7502

Pay Grade: 113

GENERAL CLASS DESCRIPTION:

Under general supervision, provides administrative supervision for the security division of the Department of Public Safety.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Provides administrative supervision to merit security staff and student employees assigned to work unit. This includes making effective recommendations in the hiring, termination, discipline, evaluation, training, work assignment and checking of work for employees and applicants. Assigns overtime as appropriate.
2. Responsible for payroll and scheduling of security staff; approves/denies leave requests; ensures that all necessary time sheets and corresponding documents are completed.
3. Serves as lead for university and contracted security guards at University events.
4. Reviews and checks performance of assigned staff in order to maintain high standards of security service.
5. Interviews and effectively recommends hiring. Evaluates employee performance and effectively recommends disciplinary actions, promotions, merit increases and termination.
6. Provides training and orientation to new employees and ongoing training to all security personnel.
7. Serves as manager of various University security programs.
8. Remains current on new legal developments in the area of security.
9. Attends departmental leadership meetings and provides relevant information to security staff.
10. Establishes and maintains effective means of communication and working rapport with staff in other departments internal and external to the University.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

Class Title: Security Supervisor

Class Code: 7502

Pay Grade: 113

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of and ability to perform supervisory and personnel functions, and fiscal administration of the position.
2. Knowledge of cardiopulmonary resuscitation and first aid.
3. Knowledge of portable fire extinguishers and their locations.
4. Knowledge of the geography of the campus to which assigned.
5. Skill in operating portable radio devices.
6. Ability to communicate effectively, both orally and in writing, with university personnel and the public.
7. Ability to walk and climb stairs.
8. Ability to work outside in extreme weather conditions.
9. Ability to see and hear accurately in both day and nighttime conditions.
10. Ability to comprehend numerous policies, procedures, concepts and to be able to respond using discretion and interpretive judgment based on general and specific policies.
11. Ability to retain knowledge, information, and directions on an ongoing basis and communicate effectively with others.
12. Ability to maintain accurate records.
13. Ability to react appropriately in emergency situations.

MINIMUM ELIGIBILITY REQUIREMENTS:

Five years experience in security or law enforcement work, at least three years of which is at least comparable to the work of a Security Guard.