

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

SECURITY SUPERVISOR

DEPARTMENT: SECURITY

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – 03/17/2021

SUMMARY: The role of the Security Supervisor is to oversee the security functions of the District; to ensure compliance of applicable policies and regulations while implementing security measures for the District; to plan, organize, coordinate and direct the security and crime prevention activities of the District; to evaluate, analyze and assess the performance of security personnel and to implement disciplinary measures as needed; to provide technical staff support, information and assistance to the General Manager and Board of Directors; and to perform other job-related work as required.

SUPERVISION: Receives general supervision from the General Manager. Provides direct supervision over the Security Sergeant, Security Patrol Officers and Security Gate Officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes, coordinates and directs the security, public safety, and crime prevention and detection activities of the District including the enforcement of traffic and safety regulations, the enforcement of homeowner associations' rules and District ordinances, and the maintenance of records and communication facilities;
- Develops goals, objectives, rules, policies and procedures for the operation of the department;
- Coordinates department activities with agencies responsible for law enforcement and public health and safety;
- Selects, trains, assigns and has general responsibility for the evaluation and discipline of personnel;
- Coordinates the development and maintenance of training programs;
- Prepares annual department budget and controls expenditures;
- Approves the requisition of materials, supplies and equipment;

- Prepares detailed staff reports, makes presentations to the Board of Directors and attends meetings of the District Board of Directors;
- Prepares a variety of reports related to department functions and activities; monitors trends and evaluates and recommends changes to department operations and services;
- Responds to sensitive citizen inquiries and complaints concerning department functions and complaints;
- Meets with community groups, district staff and outside agencies and organizations to enhance/develop programs and implement projects that will enhance security services.
- Assists in Patrol and Gate functions as needed;
- Patrols the District and responds to calls for service, and writes reports, as needed.

MINIMUM REQUIREMENTS:

A combination of training and experience which would demonstrate the required job knowledge and abilities, including:

Education:

High School diploma and/or equivalent.

Possession of a bachelor's degree with a major in Business, Police Science or related fields.

Experience:

A minimum of five years of supervisory and management experience in security, crime prevention, or law enforcement.

Law enforcement experience as a Sergeant and above is required.

JOB KNOWLEDGE AND ABILITIES:

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:

- Ability to plan, organize, coordinate and direct the security and crime prevention functions of the District.
- Provide supervision and training to departmental staff.
- Formulate, evaluate and make recommendations on policies and procedures affecting provision of security and crime prevention services.

- Interpret, explain, apply and enforce a variety of laws, rules and regulations.
- Serve as an advisor to the District Board, General Manager and other boards and commissions on security, crime prevention and traffic related activities.
- Collect and analyze data and prepare both comprehensive and concise reports.
- Make effective oral presentations.
- Prepare and administer the departmental budget.
- Effectively represent the Security Department with individuals, community organizations and other governmental bodies concerned with security, crime prevention and law enforcement functions.
- Establish and maintain cooperative working relationships with the community and other agencies/organizations.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Must possess a valid California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

Successful completion of the training requirements listed in Section 832 of the California Penal Code.

Possession of a valid California Guard Card.

May possess a valid California Firearms Card.

Ability to acquire the American Red Cross Basic First Aid and Cardiopulmonary (C.P.R.) certificates during the initial year of employment.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

Must meet physical standards, to include the occasional lifting of 75 pounds and/or moving objects up to 100 pounds. While performing the duties of this job, the employee is regularly required to sit. The employee may also be required to walk, stand, reach with hands and arms, climb or balance, stoop, kneel, crouch, and crawl.

Must possess satisfactory hearing capabilities.

Must possess visual acuity of at least 20/100 correctable to at least 20/30 in each eye, and other specific vision abilities required by this job to include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in various outdoor weather conditions.