Job Title: Security Supervisor

BCAT Code: 093X30
Pay Grade: G09  FLSA Status: Non-Exempt
Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Serves as a training officer and monitors security officers to insure that posts are covered and tasks are completed. Performs security duties to protect GSU property, personal property and for the personal protection of individuals. Performs duties under the general supervision by police department supervisors and is required to work during the morning, day, evening, and/or weekends and or holidays.

Examples of Duties
- Patrols and monitors security assignments to ensure that coverage and procedures are followed.
- Provides appropriate on-the-job training for security officers and student assistants.
- Performs scheduled checks of assigned areas to ensure adequate security.
- Monitors and approves staff schedules and leave requests to ensure adequate coverage of security personnel.
- Enters citations into the computer system.
- Monitors performance and provides regular feedback.
- Performs physical security, crime prevention, and safety inspections.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of police dispatch procedures and functions of a police department.
- Knowledge of computer applications and database management.
- Ability to communicate effectively verbally and in writing.
- Ability to work under stressful situations.
- Ability to work independently, and perform assignments through oral and written instructions, and or specific policies and procedures.
- Ability to supervise others.

Minimum GSU Hiring Standards
High School diploma or GED and two years public safety experience. Must be able to pass a thorough background investigation and take a pre-employment drug screen. A valid Georgia driver’s license is required.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.