Georgia State University

Job Specification

Job Title: Security Supervisor, Senior

BCAT Code: 093U01  Effective Date: October 18, 2012
Pay Grade: G10  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Provides progressive training in research security techniques. Supervises security personnel and demonstrates proficiency in utilizing standards set by Homeland Security and the Center for Disease Control which relate to skills and complexities associated with providing security for an Urban Research Environment.

Examples of Duties
- Develops and implements building security protocols by interpreting policies and procedures developed by high level administrators.
- Patrols and monitors assigned locations.
- Trains and instructs security guards and student assistants (cadets). Coordinates the hiring of new employees.
- Sets goals and monitors work performances for annual evaluations.
- Creates monthly statistical reports concerning security operations.
- Provides conflict resolution for employees on assignment.
- Represents the security unit at departmental meetings.
- Contributes to the development of emergency action plans.
- Monitors work areas for safety and code violations.
- Oversees the camera surveillance and alarm detection system.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of computer applications and database management.
- Successfully completed the Security and Integrity course for the Georgia Bureau of Investigation (GBI), Homeland Security Training in multiple areas; Active Shooting Response Specialized Workshop.
- Ability to deal professionally and courteously with the public and police personnel on the phone and police two-way radio.
- 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.

Minimum GSU Hiring Standards
High School diploma or GED and three 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.