

## SECURITY SUPERVISOR

### I. DEFINITION

#### SECURITY SUPERVISOR

This is responsible supervisory work related to the provision of building security at a university campus. Positions allocated to this classification function as (1) a shift supervisor, (2) an assistant to the director of security and protection services, **OR** (3) a director of all security and protection services. Duties and responsibilities include supervising security officers, preparing and maintaining shift work schedules, reviewing and conducting thorough incident investigations, training security staff, and assisting in operational policy development. Work is performed under general supervision.

#### Representative Positions:

University of Wisconsin-Stevens Point Assistant Security Director: Under general direction of the director of protective services, position functions as assistant director, assisting in all phases of departmental functions and programs. Duties include assisting the director in all phases of the security and protection program, maintaining departmental records, developing security and safety programs, and functioning as chief investigator for the department.

University of Wisconsin Campus, Security Director: Under general direction, position administers the campus' entire security and protective services program. Duties and responsibilities include developing and administering the emergency operations program, processing small claims court cases, administering the campus parking operations program, planning and coordinating staff training,; planning and coordinating employee safety and defensive driver training programs, acting as liaison with city and county law enforcement agencies, and administering the unit's budget.

### II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

Special Requirement: Some positions may require certification in firearms.