

City of Dallas
Classification Specification

Title:	Senior Security Officer	Class Code:	48019
Application:	Career Series	Pay Grade:	F
Supplemental/Code:	Protective Service Worker/7	Established:	10/01/94
FLSA Status:	Non-exempt	Revised:	01/01/09

Position Purpose:

Directs the work of lower level security officers engaged in security work in order to guard and protect municipal employees and property from health, safety and fire hazards or physical harm.

Essential Functions:

1. Assists in the daily security operation for city facilities to ensure security procedures are met, safety of employees, and protection of city buildings, equipment and other property.
2. Maintains time and prepares daily schedule for lower level security officers.
3. Completes necessary administrative tasks to adequately document administrative functions including payroll, incident reports, and detail assignments.
4. Makes daily assignments for fixed security posts and officers to special detail.
5. Calculates the number of officers needed in order to provide effective security coverage for city facilities.
6. Issues traffic and non-traffic citations to violators in order to enforce city ordinances, codes or laws.
7. Responds to telephone calls and walk-in inquiries pertaining to lost property or gives general information to individuals using city facilities.
8. Evaluate the effectiveness of the security goals, policies and procedures and makes recommendations to upper management.
9. Performs on-site inspections of officers engaged in security work to ensure that all procedures for given assignments are met.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Knowledge of the methods and practices of security work.

Ability to plan, assign, and supervise the work of a group of security officers.

Ability to understand and carry out complex oral and written instructions, and prepare review reports.

Ability to establish and maintain effective working relationships with subordinates, superiors, and the general public.

Ability to use good judgment, discretion, tact and to act quickly in an emergency.

Ability to pass the educational, physical and emotional requirements, and training standards for a Peace Officer in Texas.

Ability to obtain the Basic Certificate as a Peace Officer in Texas.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards:

Works indoors and outdoors.

Work hours vary and are irregular due to seven day per week operations.

Subjected to potential physical dangers inherent in security work.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.