



JOB POSTING #207
PLEASE POST

The City School District of Albany, New York
An Equal/Affirmative Action Employer
Management Confidential Employment Opportunity

<u>Date of Posting:</u>	March 29, 2018
<u>Position:</u>	Assistant Director of School Security
<u>Location:</u>	District Wide
<u>Salary:</u>	\$42,000.00
<u>Deadline for Applying:</u>	April 12, 2018

General Statement: The incumbent patrols the campus and assists the Director of School Security to conduct all in-house investigations of all incidents on school property involving school personnel, students and the general public. The Assistant Director assists the school district's Critical Incident Response Team and assists in the training of security personnel in conducting surveillance and investigations. Supervision of school security personnel is a responsibility of this class. This is a competitive Civil Service position; testing is required. This is a 10-month position.

Duties & Responsibilities:

- Assists with all in-house investigations of all incidents on school property involving larcenies, burglaries, assaults, drugs, etc.
- Maintains effective working relationships with school personnel, law enforcement agencies and the public
- Assists in the planning and direction of a regular program of safety and loss prevention inspections of school property
- Prepares reports in matters relative to security, safety, drug usage, and loss prevention
- Reviews and keeps abreast of federal, state and local policies, rules and laws which may affect the security program
- Assists in the establishment and interpretation of policies and procedures for all activities undertaken by school security personnel
- Assist in the training of security personnel in conducting surveillance and investigations
- Assists in the recruitment, training and evaluations of subordinate employees such as school campus and neighborhood security officers, hall monitors, etc.
- Enters and retrieves information in an automated information system
- Performs related work as required

KNOWLEDGE OF REGULATIONS AND ISSUES IN SUCH AREAS AS:

- Thorough knowledge of law enforcement rules and regulations
- Good knowledge of criminal detection and criminal identification
- Good knowledge of personal computers and office equipment
- Strong oral and written communication skills
- Ability to establish and maintain an effective relationship with the police and public (especially with juveniles)
- Ability to supervise others
- Strong initiative
- Resourcefulness
- Integrity
- Physical condition commensurate with the demands of the position

Minimum Qualifications:

- A. Seven (7) years of experience as a police officer, security officer or other law enforcement officer; three (3) years' experience in youth service work, recreation, education or other activities involving service to youth; one (1) year experience in public relations involving the community and law enforcement or crime prevention; or an equivalent combination of training and experience, AND
- B. Two (2) years full time paid experience in a school district or similar setting where the duties involve investigation and surveillance of juvenile crime

All applications will be accepted through OLAS

<https://www.pnwbooces.org/olas/#!/default>

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