

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## SECURITY CHIEF

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DEPARTMENT: SECURITY

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – 07/20/05

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**SUMMARY:** To plan, organize, coordinate and direct the security and crime prevention activities of the District; to provide technical staff support, information and assistance to the General Manager and Board of Directors; and to perform other job related work as required.

**SUPERVISION:** Receives general supervision from the General Manager. Provides direct supervision over Security Sergeant.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes, coordinates and directs the security, public safety, and crime prevention and detection activities of the District including the enforcement of traffic and safety regulations, the enforcement of homeowner associations' rules and District ordinances, and the maintenance of records and communication facilities;
- develops goals, objectives, rules, policies and procedures for the operation of the department;
- coordinates department activities with agencies responsible for law enforcement and public health and safety;
- selects, trains, assigns and has general responsibility for the evaluation and discipline of personnel; coordinates the development and maintenance of training programs;
- prepares annual department budget and controls expenditures; approves the requisition of materials, supplies and equipment;
- attends meetings of the District Board of Directors; prepares detailed staff reports and makes presentations to the Board;
- prepares a variety of reports related to department functions and activities; monitors

trends and evaluates and recommends changes to department operations and services;

- responds to sensitive citizen inquiries and complaints concerning department functions and complaints; meets with community groups and organizations in developing programs and implementing projects to enhance security services.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Ability to plan, organize, coordinate and direct the security and crime prevention functions of the District. Provide supervision and training to departmental staff. Formulate, evaluate and make recommendations on policies and procedures affecting provision of security and crime prevention services. Interpret, explain, apply and enforce a variety of laws, rules and regulations. Serve as an advisor to the District Board, General Manager and other boards and commissions on security, crime prevention and traffic related activities. Collect and analyze data and prepare both comprehensive and concise reports. Make effective oral presentations. Prepare and administer the departmental budget. Effectively represent the Security Department with individuals, community organizations and other governmental bodies concerned with security, crime prevention and law enforcement functions. Establish and maintain cooperative working relationships.

#### **EDUCATION AND/OR EXPERIENCE:**

Any combination of training and experience which would likely provide the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

Five years of broad and extensive supervisory and management experience in security, crime prevention, or law enforcement; *or*

Possession of an Associate of Arts degree with a major in Police Science or related fields or substantial course work in law enforcement.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

Successful completion of the training requirements listed in Section 832 of the California Penal Code.

Possession of a valid California Guard Card and Firearms Card.

Possession of valid American Red Cross First Aid and Cardiopulmonary Resuscitation (C.P.R.) certificates.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to walk and talk or hear. The employee is occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift 50 and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions.

The noise level in the work environment is usually quiet.