



REVISED: 07/17/2019  
Submitted: 07/16/2019

JOB TITLE:	SUPERVISOR INTERNAL SECURITY
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8254
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Assists the Director in administering investigation and security activities, including investigations that may involve violations of District policies and procedures, and state and federal criminal and civil violations. Assists the Director in administering district-wide emergency plans.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Manages District investigations to include coordinating and supervising District investigators
Investigates and evaluates security procedures at all District facilities; makes recommendations as needed
Acts as security liaison with Louisville Metro, state and federal law enforcement agencies
Coordinates specific security matters with the safety personnel on an as needed basis
Initiates and conducts investigations of criminal, civil, and administrative activities
Gathers and maintains information and data relative to criminal activity, and other security problems within the District
Gathers, prepares, and presents evidence and testifies, as necessary
Provides comprehensive training for security personnel and for employee security awareness
Develops priorities and work plans for District investigators
Assumes responsibility for investigating and resolving serious conflicts involving District personnel
Assists the Director in coordinating facility and personnel in conjunction with the Louisville Metro government during emergencies
Assists the administration in administering security activities, including contract services
Performs supervisor's duties during absence
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing or pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Bachelor's degree
Five (5) years of successful experience in security and investigatory activities
Meets requirements for POPS and commissioning as a Special Law Enforcement Officer as defined by the Commonwealth of Kentucky or equivalent

Valid driver's license
Effective communication skills
<b>DESIRABLE QUALIFICATIONS</b>
Supervisory experience in law enforcement
Advance preparation in law enforcement
Experience in a diverse workplace