



NEW: Submitted:
07/17/2019 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

DESIRABLE QUALIFICATIONS

Supervisory experience in law enforcement

Advance preparation in law enforcement
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Experience in a diverse workplace
