



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
<b>DESIRABLE QUALIFICATIONS</b>
Supervisory experience in law enforcement
Advance preparation in law enforcement
Experience in a diverse workplace