



NEW: 07/01/2019  
 Submitted: 05/14/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR SECURITY AND INVESTIGATIONS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8456
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Administers investigation and security activities, including investigations that may involve violations of District policies and procedures, and state and federal criminal and civil violations. Establishes and administers Districtwide emergency plans.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Initiates and conducts investigations of criminal, civil and administrative activities
- Gathers, prepares, and presents evidence and testifies, as necessary
- Monitors the effectiveness of policies in the department and initiates change
- Monitors department monthly cost performance against budget and adjusts activities to meet budget restrictions
- Administers comprehensive training for security personnel, both in-school and central office, in security policies and procedures
- Administers District security activities, including contract services
- Responsible for investigating and resolving serious conflicts involving District personnel
- Reviews security deployment to ensure services are deployed to the areas with greatest need
- Coordinates facility and personnel in conjunction with the city and county during emergencies
- Evaluates staff as assigned
- 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 primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

**MINIMUM QUALIFICATIONS**

- Bachelor's degree
- Five (5) years successful experience in security and investigatory activities
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Working knowledge of the District's administrative organization and functions
- Experience in a diverse workplace