



REVISED: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR SECURITY AND INVESTIGATIONS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	260 DAYS
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