

Market Range Detail - Security Division Manager

Effective Date

February 15, 2016

Market Range Title Description

Positions in this market range title are responsible for the planning, direction and management of all security operations for either the Superior Court or all of the County's facilities. The incumbent manages the operations of multiple locations and work is accomplished through a large staff of security managers, supervisors, officers and support staff. Work is performed under the general direction of the department director.

Typical responsibilities include: developing, recommending and implementing security strategies and plans to ensure the safety of employees, facilities and the public; developing security policies and procedures; developing and delivering security training for staff and department employees; ensuring that all security procedures are followed; monitoring and reviewing trends in security practices and recommending operational and policy improvements; writing security assessment reports; coordinating crisis management relating to emergencies such as fires, bomb threats, riots, shootings, etc.; supervising and participating in complex security investigations; resolving complex and sensitive security matters; evaluating security operations and developing strategies for improvement and changes; participating in department strategic planning; monitoring the division budget. Incumbents are responsible for the development and supervision of all security staff including hiring, training, and performance management.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$34.40	\$42.20	\$50.00

Likely Minimum Qualifications

- Bachelor's degree in Criminal Justice, Security Administration, Police Science, Business or Public Administration or related field.
- Seven years public safety management, security management or sworn police officer management experience including at least two years of supervisory/managerial experience.
- An equivalent combination of education and job related managerial experience may be substituted on a year for year basis for educational requirements.
- May be required to complete an Arizona Police Officer Standards and Training (P.O.S.T.) equivalent certification-training program for a Concealed Carry Weapons (CCW) permit.

Working Titles

- Protective Services Division Director
- Security Director

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.