

**TOMPKINS COUNTY CIVIL SERVICE  
VACANCY  
Inclusion Through Diversity**

**OPEN TO THE PUBLIC**

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

---

**TITLE:** Countywide Security Manager

**SALARY:** Hire Rate=\$30.56/hour - Work Rate (after 9 months)=\$32.17/hour

**TYPE OF EMPLOYMENT:** Full Time

**ISSUE DATE:** 02/19/25

**THE FINAL DATE TO FILE APPLICATIONS:** 03/20/25

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 03/21/25

**RESIDENCY:** Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

This is a new position under the leadership of the Department of Emergency Response.

Please submit a cover letter and a resume.

**MINIMUM QUALIFICATIONS: EITHER:**

1. Graduation from a regionally accredited or New York State registered college with an Associate's Degree or completion of at least sixty college credit hours **AND** at least four years of security experience, two years of which must have been in a supervisory capacity; **OR**
2. Graduation from high school or possession of a high school equivalency diploma **AND** at least six years of security experience, two years of which must have been in a supervisory capacity; **OR**
3. Any combination of training and experience that is equivalent to, or higher than that listed in (a) and (b) above.

**SPECIAL REQUIREMENT:**

1. Possession of valid New York State motor vehicle operator's license at time of appointment and maintenance of such license during the life of employment.
2. Preference in appointment **MAY** be given to candidates among the top three who possess certification in: Advanced First Aid through the American Red Cross, or First Responder or Emergency Medical Technician Certification through New York State. However, the appointing authority reserves the right to choose a candidate who is not certified in one of the above on date of appointment. If so, the incumbent must enroll in one of these training courses, successfully complete the course within one year of the date of appointment and maintain certification at all times thereafter during employment.
3. In accordance with General Business Law, Articles 7 and 7A, Section 89-g, all security personnel must register with the NYS Department of State, Division of Licensing Services immediately upon employment. Registration includes fingerprinting and a thorough background check by the State Department of Criminal Justice Services and FBI.
4. Possession of a NYS Department of Criminal Justice Services Security Guard Certification. If not in possession at time of appointment, the incumbent must be willing and able to attain the certification within one year of appointment.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a supervisory position responsible for the efficient operation of the County Security program. An employee in this class is responsible for ensuring compliance with existing policies and procedures and for creating new policies and procedures as necessary to ensure that the building(s) is operating at or above the standards to which it was built. The Security Manager is responsible for ensuring the safety of all building users. The incumbent supervises any security staff assigned to the building and provides direct support whenever needed. The work is performed under the general supervision of the Director of the Department of Emergency Response. Depending on location, the incumbent may provide direct supervision to Security Officers. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Ensures the safety and security of all users of the building;
- Supervises (depending on location) the Security Staff, , including work assignment, scheduling, parking enforcement and fire drills;
- Regularly conducts performance evaluations on staff that they supervise
- Deals with minor problems directly or directs the work of buildings access control and video surveillance systems.
- Schedules staff to maximize coverage for daily operations and public use of the building;
- Develops educational materials and trains people so that they may easily and safely use of the lighting, electronics and other equipment during and after hours;
- Assists with developing the annual budget Supervises building changes such as work stations, phone and physical portions of major computer deployment;
- Serves as the liaison to the Employee Health & Safety Coordinator on issues such as air quality testing, ergonomics, occupational safety, health and other building safety issues;
- Serves as liaison to the local police force and neighbors;
- Participates actively in building related quality teams;
- Works closely and cooperatively with Department Heads, Facilities, ITS, Employee Health & Safety Coordinator, County Administration, and community.
- Serve on the Incident Management Team, and active participant in the County Emergency Operations Center as needed
- Develop and provide regular Workplace Violence, De-escalation, Access Control, and Duress Systems Training
- Conduct Security and Risk Assessments
- Capable of developing and maintaining Emergency Action Plans (EAPs)
- Covering breaks and lunches for Security Officers
- Prepare reports as needed
- Coordinate and manage emergencies
- Liaise with key stakeholders, i.e. Facilities, ITS, County Administration, and Law enforcement

## **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good general knowledge of the modern principles and practices of supervision;
  - Good general knowledge of engineering, building trades or building maintenance sufficient to become familiar with a relatively high-tech building and security system;
  - Good general knowledge of law enforcement and security methods such as patrolling, investigating and observing;
  - Good interpersonal skills;
  - Good general knowledge of Active Threat Response and Emergency Preparedness
  - Good working knowledge of Access Control, Video Surveillance, and Duress Systems
  - Working knowledge of computer systems sufficient to learn how to use the existing technology and stay up to date with advances in the field;
  - Ability to employ an aggressive and proactive approach to problem solving;
  - Ability to plan and supervise the work of others in a manner conducive to full performance and high morale;
  - Ability to express oneself clearly and concisely both orally and in writing;
  - Ability to establish and maintain an effective working relationship with the public and staff;
  - Ability to deal firmly but courteously and tactfully with the public when enforcing laws or rules;
  - Willingness to see the building occupants and general public as customers and work from that perspective during periods of normal and high stress;
- 
- Willingness to work in a total quality group/team environment;
  - High standards of work environment cleanliness and close attention to detail;
  - Good powers of observation
  - Skilled in De-escalation practices
  - Physical condition commensurate with the demands of the position.
  - A Security Guard is a person employed in NYS to principally perform one or more of the following duties, and the person is not performing the functions of a private investigator:
    1. protection of persons and/or property from harm, theft, and/or unlawful activity;
    2. deterrence, observation, detection, and/or reporting unlawful or unauthorized activity;
    3. street patrol service;
    4. response to, but not installation or service of, a security system alarm.
    5. It is the responsibility of licensees to understand the Private Investigators, Bail Enforcement Agents, Watch, Guard or Patrol Agencies and Security Guards License Law.

C152.DOC

Originally Created 6/2024

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850