

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 94-30

Adopting a new personnel classification of Assistant Security Services Supervisor.

The Metropolitan Exposition-Recreation Commission finds:

1. That this position is necessary to carry out the management and scheduling of security for MERC facilities.

2. That the Metropolitan Exposition-Recreation Commission does not currently have a classification consistent with those necessary duties;

3. That the Metropolitan Exposition-Recreation Commission has the authorization to establish new personnel classifications as needed to manage and operate facilities under its jurisdiction.

BE IT THEREFORE RESOLVED that the Metropolitan Exposition-Recreation Commission adopts the new Assistant Security Services Supervisor classification.

Passed by the Commission on June 8, 1994



Chairman

Approved as to Form:
Daniel B. Cooper, General Counsel



Secretary/Treasurer

By: 

Mark B. Williams, Sr. Assistant Counsel

MERC STAFF REPORT

Agenda Item / Issue: Adopt a new Assistant Security Services Supervisor Classification

Resolution No.: 94-30

Date: June 8, 1994

Presented by: Jeffrey A. Blosser

Background and Analysis: This position was approved in the budget process for 1994-95 to assist the Security Supervisor in the management of OCC and other MERC full-time agents as well as supervise and help schedule the part-time security and medical technicians for events.

Fiscal Impact: \$30,952 - salary and benefits

Recommendation: Staff recommends that the Metropolitan Exposition-Recreation Commission adopt the new Assistant Security Services Supervisor classification.

Metropolitan Exposition-Recreation Commission

Class No.:	818894	Established:	7/94
Title:	Assistant Security Services Supervisor	Revised:	
Range:	31	AA/EEO:	31/3
Bargaining Unit:	Non-Represented		
FLSA Status:	Exempt		

GENERAL STATEMENT OF DUTIES:

Assist the Security Services Supervisor in the supervision and coordination of activities and operations of security and medical services in the security unit and provide security and medical services to all facilities of MERC.

SUPERVISION RECEIVED:

Receives direction from the Security Services Supervisor.

SUPERVISION EXERCISED:

Supervision is exercised over security and event medical staff.

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee in this classification may be expected to perform.

1. Assists the Security Services Supervisor in supervising and coordinating the activities of staff by planning, organizing and coordinating workloads and assignments, assists in conducting performance evaluations, monitoring and resolving grievances and other personnel matters and providing training to employees to ensure effective delivery of services by the unit.
2. Assists the Security Services Supervisor in implementing policies, procedures and performance standards to assure efficient and effective activities that are in compliance with Commission guidelines, goals and objectives.
3. May assist in preparing unit budget based on staffing and resource requirements, cost estimates, objectives and goals. Monitors and documents expenditures assuring compliance with approved budget and staffing levels. Monitors contract for security services; prepare billings to promoters for event security.

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4. Assists the Security Services Supervisor in the coordination of activities with other units, MERC departments and outside governmental and other agencies, as needed.
5. Represents the organization at meetings related to the assigned area, as needed.
6. Responds to inquiries, complaints, problems or emergencies affecting the availability or quality of services or directs matter to appropriate person, including those of clients and citizens.
7. Assists the Security Services Supervisor in monitoring and ensuring the maintenance of all medical technicians' certification requirements.
8. May prepare correspondence, reports, and other materials related to work.
9. Maintain closed circuit television and communication systems for MERC facilities; schedule repairs.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of practices, methods and techniques related to security programs including crowd management and control.
- Some knowledge of legal requirements, regulations, laws and other authoritative standards applicable to area of assignment.
- Some knowledge of supervisory principles and practices.
- Some knowledge of budget preparation, control and record keeping.
- Ability to plan, organize, coordinate, assign and evaluate the work of subordinate supervisory and other staff.
- Ability to coordinate activities for the area of assignment.
- Ability to understand and execute oral and written instructions, policies and procedures.

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- Ability to analyze and evaluate operational effectiveness, develop and implement corrective actions.
- Ability to establish and maintain effective working relationships with other employees, other agencies and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to physically perform assigned duties.

EXPERIENCE AND TRAINING:

Completion of the twelfth grade supplemented by college level course work in law enforcement, public or business administration or related field and one year of experience in security services or law enforcement; or any combination of education and experience which would provide the applicant with the desired knowledge, skills, and ability required to perform the job.

LICENSE OR CERTIFICATE:

Possession of, or the ability to obtain, a current Cardio Pulmonary Resuscitation certificate:

Possession of, or ability to obtain, a concealed weapons permit.