

LEGISLATIVE BUILDING SERVICES

Security Supervisor

Salary: \$51,378 - \$60,098 BOE

Reports to: Building Superintendent

INTRODUCTION

Legislative Building Services (LBS) is responsible for maintaining, securing and supporting the operations of the State Capitol and other legislative buildings and grounds. The LBS provides a safe, functional and professional environment for legislators, staff, visitors and the public during both legislative sessions and interim periods.

The Security Supervisor plays a critical role in maintaining safety and security within legislative facilities and grounds while supporting emergency preparedness, incident response and daily building operations. The primary responsibility of each LBS employee is to contribute to the safe, efficient and professional operation of the legislature and to maintain public confidence in the legislative environment.

SUPERVISION AND GUIDELINES

Work is performed under general supervision. Guidelines include agency policies and procedures, security protocols, emergency response procedures, applicable state laws and regulations and established safety practices.

EXAMPLES OF WORK PERFORMED

The Security Supervisor, in conjunction with Security Officer II, schedules, supervises and coordinates the work of security officers responsible for protecting the State Capitol and other legislative buildings and grounds assigned to the LBS.

Responsibilities include hiring, training, evaluating, disciplining and assigning work to security personnel; preparing staff schedules and coverage assignments; monitoring officer performance; developing and implementing security procedures; and ensuring compliance with agency policies and safety protocols.

The Security Supervisor ensures that buildings and grounds are routinely patrolled and safeguarded against theft, vandalism, unauthorized access and potential threats to staff, legislators and the public. The Security Supervisor monitors security incidents, responds to emergencies and coordinates appropriate action during disturbances, medical emergencies, fire alarms and other safety-related situations.

The Security Supervisor assists the Building Superintendent and law enforcement agencies in planning and staging incident command operations during emergencies or incidents occurring on State Capitol grounds. Duties may include coordinating emergency response activities, assisting with evacuations, maintaining communication with responding agencies and documenting incidents and security concerns.

Additional responsibilities may include monitoring building access systems, reviewing security reports, conducting safety inspections, coordinating with contractors and vendors regarding

security issues, assisting with special events and legislative session operations and performing other duties as assigned by the Director of the Legislative Council Service or the Building Superintendent.

DISTINGUISHING CHARACTERISTICS

This position requires strong leadership, sound judgment and the ability to respond effectively in high-pressure or emergency situations. The Security Supervisor must be able to maintain confidentiality, exercise discretion and interact professionally with legislators, staff, law enforcement personnel and members of the public.

The position requires the ability to supervise and direct security personnel while also participating in daily security operations. The Security Supervisor must be capable of prioritizing multiple assignments, enforcing security procedures consistently and maintaining a visible and professional presence within legislative facilities.

Knowledge of security operations, emergency response procedures, incident reporting, building access control systems and workplace safety practices is essential. The Security Supervisor must be able to work extended hours during legislative sessions and respond to emergencies outside normal business hours when necessary.

MINIMUM QUALIFICATIONS

- High school diploma or equivalency plus five years of security, law enforcement, military or related experience, including two years in a lead or supervisory capacity, or equivalent combination of education and experience.
- Considerable knowledge of security procedures, emergency response operations, incident documentation and workplace safety practices.
- Knowledge of building access systems, surveillance equipment, radio communications and emergency coordination procedures.
- Ability to supervise, train and evaluate staff; prepare reports and schedules; communicate effectively both orally and in writing; maintain confidentiality; and establish and maintain effective working relationships with legislators, staff, law enforcement agencies and the public.
- Ability to remain calm and exercise sound judgment during emergencies or high-stress situations.

WORKING CONDITIONS

Employees work in and around the State Capitol and other legislative facilities. Work includes both indoor and outdoor activities and may involve evenings, weekends, holidays and extended hours during legislative sessions, special events or emergency situations.

Legislative employees are exempt from the Personnel Act.

PHYSICAL REQUIREMENTS

Work requires walking, standing and patrolling for extended periods of time. Duties may include climbing stairs, lifting and carrying equipment or supplies and responding quickly during emergency situations. Employees must be able to operate communication devices, security systems and other related equipment.