**Security Captain Standard Job Description**



**Classification Title:** Security Captain

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Security Captain, under general direction, provides security services to the faculty, staff, students, and visitors. Supervises, trains, and evaluates the Advanced Security Officers and Security Officers positions and coordinates activities of a shift of Security Officers. Oversees the purchasing and issuing of department equipment.

**Essential Duties and Tasks:**

**30%: Security Duties**

* Assists Director of Security with oversight of security and parking operations on campus, as well as across all campuses.
* Ensures the safety and security of faculty, staff, students, visitors, and facilities.
* Assists with development and implementation of security procedures and protocols. Monitors and evaluates the job performance of subordinates.
* Investigates and resolves personnel problems within organization and charges of misconduct against staff.
* Supervises and coordinates activities of Security Officers and other Security staff.

**20%: Technical Security Programming Duties**

* Performs Lenel upgrades and troubleshoots system malfunctions across all campuses.
* Maintains Security SharePoint pages and performs Security Manager training on SharePoint site use.
* Maintains database of alarms and contacts.
* Monitors the Clery Act.
* Ensures proper receiving and distribution of all packages and mail.

**20%: Administrative Duties**

* Works with the Director of Security to review, test and implement the Crisis Management Plan.
* Responds to fire, security alarms, 911, and other emergency calls on campus.
* Promotes close working relationships with local law enforcement departments to ensure compatibility of communications equipment, proper access to facilities, familiarity with facilities and campus layouts, and safety for emergency response to HSC facilities and campuses.
* Reallocates department funds and reconciles department accounts.

**10%: Training Duties**

* Coordinates training to ensure all security staff are trained and able to do their routine jobs and are ready for unexpected events that may jeopardize and put at risk HSC personnel and property.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school graduation or any equivalent combination of education and experience.
* Three years of related experience including related supervisory experience.

**Required Licenses and Certifications:**

* Valid state-issued vehicle operator’s license or ability to obtain within 30 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Knowledge of Lenel System.
* Strong interpersonal skills and cooperation skills.
* Strong verbal and written communication skills.
* Ability to communicate effectively with all segments of the campus population.
* Ability to multitask and work cooperatively with others.
* Ability to plan and organize effectively.
* Ability to work with sensitive information and maintain confidentiality.

**Machines and Equipment:**

* Computer: 20 hours
* Telephone: 5 hours

**Physical Requirements:**

* Light lifting and/or moving of packages.
* Ability to work outdoors exposed to various weather conditions, potential allergens, elevated noise levels, and heat.

**Other Requirements and Factors:**

* Applicant must successfully complete a background investigation to include but not limited to driving history, criminal background, and credit history.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**​​☐​ Yes**

**​​☒​ No**

**Does this classification have the ability to work from an alternative work location?**

**​​☐​ Yes**

**​​☒​ No**