



Pima County Consolidated Justice Court

Job Description

Job Title:	Security and Facilities Manager
Class Code:	9001
Class Title:	Administration Level 2 - Courts
FLSA:	Exempt
Court Status:	Court Classified
Salary Range:	\$47, 131 - \$70, 696 annually
Minimum Qualifications:	
<p>A High School diploma or equivalent and four years of experience in facility security operations, as a certified law enforcement officer, and/or in emergency services or disaster preparedness/control operations and planning to include two years of supervisory experience in one of the above mentioned areas; OR any equivalent combination of experience, training and/or education approved by Human Resources.</p>	
Licenses and Certificates:	
<p>Possession of a valid Arizona class D driver's license is required at the time of appointment. Current first-aid and cardio-pulmonary resuscitation (CPR) certification, American Red Cross or equivalent must be acquired within 6 months of employment. Certification to wear and maintain personal protective equipment and division approved and issued firearms and defensive weapons is required. The incumbent must maintain firearms qualification in accordance with PCCJC policies and procedures.</p>	
Summary:	
<p>Manages, coordinates, develops, and implements security and emergency procedures for PCCJC buildings and facilities including supervising personnel and monitoring the sections budget. Coordinates building improvements and ongoing maintenance of Justice Court facilities.</p>	
Essential Duties:	
<ul style="list-style-type: none"> • Champions the values of the court through example and accountabilities; • Oversees the planning, implementation, direction and management of all functions and resources of the division to achieve the strategic objections of the division and the Court in an efficient and effective manner; • Manages, coordinates, and determines priorities of work load, monitoring levels of resources, establishing time lines, assigning work, monitoring progress, recommending changes and suggestions, writing, reviewing, and editing reports prepared by staff, and approving completed projects and reports; • Provides customer service by responding to information requests, conducting research, providing solutions to problems, and correcting errors; • Resolves problems by questions, identifying, investigating, resolving and reporting problems, and discussing and resolving complaints; • Coordinates Justice Court building maintenance and repair, including all janitorial service, plumbing, electrical, paint, carpeting, furniture, equipment, elevators, and construction; • Ensures that division work conforms to local, state, and federal governmental regulations, and other applicable rules and requirements; 	

- Develops, implements, evaluates and interprets division policies, projects and procedures;
- Implements controls for appropriate unit staffing and effectiveness by participating in the recruitment and hiring of employees;
- Promotes positive moral in the unit by providing leadership and guidance to staff through example, competency, and accountabilities;
- Monitors and evaluates employee performance, identifying personnel issues and facilitating resolutions, prepares employee evaluations;
- Takes progressive discipline actions up to and including termination;
- Prepares and verifies time sheets, logging absences and vacation time;
- Coordinates staff schedules to ensure adequate coverage;
- Develops annual budget proposals and project cost estimates relating to equipment, facility, and staffing needs, making budget adjustments, and monitoring expenditures;
- Develops strategic partnerships and contacts with community representatives, external agencies, and other organizations to develop a sense of relevant issues facing our community and to respond as a representative of the Court;
- Oversees the activities of vendors, contractors, and consultants engaged in construction and maintenance projects within the court facilities;
- Coordinates work orders and requests, inspects work quality, ensures compliance with agreed upon work specifications;
- Prepares and reviews contractor, law enforcement and fire service incident and investigative reports. Logs correspondence and takes, directs or recommends needed action by PCCJC officials and affected PCCJC offices, agencies and activities;
- Represents the Court at incident scenes affecting PCCJC buildings/facilities for needed liaison with law enforcement, fire/emergency services and related County agencies;
- Coordinates provision of special event or unusual security services with affected PCCJC officials, Departments, agencies and other law-enforcement/emergency services agencies;
- Coordinates procurement, maintenance, repair, installation or movement of special-purpose security equipment installed, issued or otherwise used by contractors, PCCJC facilities or temporary security checkpoints;
- At request of PCCJC officials and supported PCCJC facility managers, conducts or coordinates special investigations of incidents, such as thefts, bomb threats and security incidents;
- Ensures that public access to the Justice Court is in compliance with state and federal laws.

Additional Duties:

- Represents the PCCJC on security, emergency preparedness and facility related topics;
- Evaluates personnel and contractor background checks and recommends the approval/denial of personnel or contractors to work in PCCJC facilities;
- Performs related duties by serving on committees, acting as a liaison to outside organizations;
- Operate a variety of office equipment such as photo copiers, desktop computers, facsimile machines and a cash register;
- Complete duties, special assignments and projects as assigned.

Knowledge of:

- Principles, methods and techniques of providing cost-effective facility safety, security and emergency services;
- Rules and regulations governing the use of County buildings;
- Principles and practices of security and provision of emergency services;
- Local law enforcement jurisdictions;
- Principles and techniques of employee training.
- Ability to communicate effectively with a wide variety of persons including judges, judicial staff, court administration, county departments vendors, and the public.

Skill in:

- Communicating effectively;
- Developing and coordinating implementation of security, safety and emergency procedures;
- Analyzing situations and information and using sound judgment to make decisions and determine appropriate courses of action;
- Monitoring and documenting operating budgets.

Special Notice Items:

All positions require satisfactory completion of a background investigation by law enforcement agencies, due to need for access to law enforcement, corrections, detention and courts facilities or associated confidential or sensitive information, documents, communications systems and like materials. Preference may be given to applicants who are Spanish speakers.

Physical/Sensory Items:

May be required to walk or stand for extended periods of time. Typically performs duties in an office environment and may lift material or equipment weighing 50 pounds or less.