



Position Description

Must be a resident of Marion County, Indiana

Position Title: Supervisor of Safety	Department: Safety
Supervisor's Title: Chief of Staff	FLSA Status: Exempt

POSITION PURPOSE

Schedules and leads work of assigned security officers in maintaining security and safety of people and property in assigned area of campus. Trains other security officers in performance of duties.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To be successful in this role, an individual must be able to perform the functions listed below satisfactorily. The Township will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Ensures that the Center Township Trustee facilities are operating in a safe fashion and weapon free (excluding special deputies)
- Greeting clients with enthusiasm and pride.
- Initiating interaction with clients.
- Pleasant, courteous, and helpful to clients and staff at all times.
- Assists any persons in building or grounds needing direction or information.
- Schedules and assigns shifts to ensure security coverage.
- Oversees security functions and staff work through monitoring of probe reports and other means.
- Monitors staff performance and addresses recognition and disciplinary issues.
- Decides when an incident requires written report, decides which report form to use and submits to supervisor; may prepare other written reports as directed by supervisor.
- Directs the investigation of all incidents.
- Responds to alarms and dispatched calls; decides what actions to take based on situation, facts known and position limitations.
- Responds to emergencies as required.
- Assisting in evacuation procedures.
- Escorts people/property to desired destination when monies, documents or safety of property or persons is a concern.
- Having the responsibility for demonstrating appropriate utilization of problem-solving skills and show good judgment tact, diplomacy.
- Operates and manages Center Township Trustee vehicle fleet and related duties.
- A valid Indiana driver's license with no points
- Trains new security officers or other personnel and provides on-going direction.
- Checks doors and windows of building to ensure they are tightly closed and locked.
- Additional responsibilities and duties as assigned

SUPERVISORY RESPONSIBILITIES

- Safety Clerks up to (15)

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience:

- High school graduate or equivalent (GED)
- Assoc. degree in a related field preferred and /or minimum of five (5) years law enforcement experience or military
- Considerable knowledge of security principles and practices

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below represent the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. The Township will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Knowledgeable of police policies and keep up with current special deputies' regulations and rules
- Skill of basic reasoning and common sense.
- Skill of working independently should be proportionate to the amount of experience he/she has on the job.
- Skill of maintaining the confidentiality of other employees and the office of the trustee at all times.
- Ability to be honest, trustworthy, and ethical at all times.
- Ability to maintain a professional, positive, impartial, and firm posture in stressful and problem situations
- Ability to use tact and diplomacy in dealing with troublemakers
- Ability to effectively supervise and direct a workforce at multiple sites
- Ability to communicate with people of diverse ethnic backgrounds
- Ability to qualify for Special Deputy School or IEA
- Ability to utilize Microsoft office software
- Ability to communicate both verbally and in writing
- Ability to instruct and supervise employees
- Ability to use reasonable judgment in meeting the demands of a professional work environment including appropriate: attendance, dress, attitude, quality of work, and interoffice interactions.
- Ability to project an image of honesty, integrity, and accountability.
- Ability to effectively present information in a one-on-one situation and work in a team environment.
- Ability to cooperate with coworkers, actively maintaining an environment to cultivate teamwork.
- Ability to give honest feedback, have a mutual respect for others, and be open to change continues a spirit of teamwork.

PHYSICAL DEMANDS

The physical demands described here represent those an individual must meet to perform the essential functions of this job successfully. The Township will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Ability to work in a fast- paced environment.
- Ability and willingness to work in close quarters, outdoors, and to lift objects up to 25lbs. in weight.
- Ability to stand and sit for extended periods, kneel/bend, and move throughout the workday.
- Strong sensory skills include good hearing, dexterity, feeling, and good eyesight, including peripheral vision.

This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

[Center Township of Marion County is an Equal Opportunity Employer](#)

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To apply please send resumes to humanresources@centergov.org

Or contact:

Michelle Jenkins

Human Resources Manager

317.633.3610 Ext. 3422

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