

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: SECURITY

Level B, Pay Grade 9

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| LEVEL DEFINITION | Covers positions that oversee the administrative, financial and personnel functions of the security department. |
| TYPICAL RESPONSIBILITIES | May include: overseeing security operations; developing, implementing and modifying policies, procedures and practices; providing direction and advice regarding collective agreement, handbook and policy manual interpretation; interpreting, preparing, managing and controlling budget and preparing forecasts; developing and assisting with projects; determining departmental needs regarding administration. |
| DECISION MAKING /LEVEL OF ACCOUNTABILITY | Recommendations and decisions contribute to the provision of effective security services. |
| SUPERVISION RECEIVED | Works under general direction with considerable autonomy; results are subject to general review on completion. |
| SUPERVISION EXERCISED | Manages professional and support staff. |
| MINIMUM QUALIFICATIONS | Undergraduate degree in a related field. Minimum of five years experience in security, training, office and staff management. |