



CLASS TITLE | DEPUTY DIRECTOR OF ASSET MANAGEMENT—SAFETY AND SECURITY SERVICES

PAY GRADE: EX-56| www.cityoftulsa.org/pay

Class Code: 1248

Effective Date : 03/01/2023

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for the operational leadership and professional management of the city's comprehensive physical and electronic security program; is responsible for the operational leadership and management of the city's comprehensive on-street parking program and other related assigned duties.

ESSENTIAL TASKS:

- Ensures compliance with federal guidelines for critical infrastructure security across the city to create a safe environment 24 hours, 7 days per week for employees and guests in our facilities, as well as the assets and public facilities across the seven counties of holdings of the City of Tulsa
- Evaluates the effectiveness of security in compliance of the City's Homeland Security Plans and associated employee education programs
- Ensures compliance with Manual on Uniform Traffic Control Devices (MUTCD) standards and other state and local laws related to on-street parking regulations and enforcement to maintain the state-of-the-art parking system for Tulsa.
- Coordinates the preparation and monitoring of the Safety and Security divisions budget, comprised of hundreds of locations across seven and incorporating information into the final budget presentation for management
- Develops, reviews, revises and implements goals, objectives, policies and procedures for access control system for all City facilities and related contracts.
- Manages, supervises and monitors security for various public meetings
- Plans, motivates and supervises the work of subordinate personnel, including the accurate communication of City and departmental policies, procedures, and standards and ensuring compliance and understanding throughout the department.
- Directs and in some instances performs investigations of highly sensitive confidential workplace issues for the Mayor's office and coordinates with HR, Legal and IT on other sensitive issues
- Generates, monitors, and analyzes data to discern patterns, discrepancies, and opportunities for process improvements for crimes and threats involving City facilities exclusive of the Police Department
- Establishes and manages special security measures to deter environmental crimes, provides coordination of State Environmental officers activities in the City and enforcement of related municipal laws
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Graduation from high school or possession of a General Educational Development Certificate (GED); **and**,
(b) Thirteen (13) years' experience relevant to the essential tasks listed in this job description; **including**,
(c) Five (5) years of experience in public safety, military, security, criminal justice, or experience relevant to the essential tasks listed in this job description; **or**,
2. (a) Completion of sixty hours from an accredited college or university; **and**,
(b) Eleven (11) years' experience relevant to the essential tasks listed in this job description; **including**,



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(c) Five (5) years of experience in public safety, military, security, criminal justice, or experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of security and law enforcement principles, practices and techniques
- Considerable knowledge of IT security principles, practices and technologies
- Good knowledge of security and crime related regulations, ordinances and laws
- Good knowledge of the appropriate safety procedures
- Good knowledge of specialized fleet equipment and related report writing
- Of City streets and facilities

Ability to:

- Supervise security personnel
- Establish and maintain effective working relationships with employees, members of the general public, elected City officials and local, state and federal law enforcement agents
- Understand and interpret ordinances, laws and other operating procedures
- Demonstrate safe, prudent and competent use of a sidearm
- Remain calm in emergency situations
- Communicate in noisy, hazardous, or stressful situations with or without use of equipment
- Make split second decisions
- Safely operate motor vehicles and electronic communication devices
- Coordinate emergency situations and to respond appropriately
- Cope with problem situations firmly, tactfully and courteously
- Analyze data information and provide pertinent management information reports
- Maintain precise records and properly budget security operations
- Utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Skill in:

- Communicating clearly and precisely, be it verbally or in writing
- Analyzing situations quickly and efficiently working towards problem resolution

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, telephone; occasional lifting and carrying up to 60 pounds; may be subject to sitting for extended periods of time, physical strength and stamina to chase and subdue fleeing persons and arrest suspects and to rescue victims; sufficient hand-eye coordination and position mobility in the ankles, knees, hips, and back for required proficiency standards and positions with both the “gun” and “non-gun” hand; and vision, speech, and hearing to perform the essential duties.

Licenses and Certificates:

- a) Possession of a valid class “A” Oklahoma Driver license; **and**,
- b) Council on Law Enforcement Education and Training Armed Security Guard and Armed Private Investigator or Combination License
- c) Oklahoma Department of Labor Occupational License with Closed Circuit Television Manager, Access Control Manager, Locksmith Manager; **and**,
- d) National Rifle Association Law Enforcement Fire Arms Instructor with Handgun, Shotgun, and Patrol Rifle



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WORKING ENVIRONMENT: Working environment is indoors/outdoors in all weather conditions; requires use of telephone and other office equipment. May be exposed to the following: violent actors wishing to do harm to others or property, hazardous materials, animal waste/dead animals, flammable liquids, radiation, traffic, cramped work areas, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum/fiber optic lines, rough terrains, cutting/chipping/grinding, hazardous/toxic atmospheres, sewage, damp/wet surfaces, snow/ice covered surfaces, animal bites, snake bites, insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, confined spaces, compressed gases, high noise areas, refuse/garbage/litter, high traffic areas and exposure to hostile and confrontational situations may occur. Working environment may include working in and around pedestrian and vehicular traffic, weather and temperature extremes, snow- and ice-covered surfaces may occur.

EEO Code: E-02

Group: Public Safety

Series: Public Safety Technical