

MILITARY SECURITY ASSISTANT CHIEF

This is supervisory and administrative work as assistant director of the Military Security Program at the North Carolina Air National Guard headquarters. This employee is the highest state level Military Security Officer at the Air National Guard facility.

Employee is responsible for the day-to-day supervision of the Military Security Supervisors and all aspects of the training program for the security staff. Employee performs managerial functions in developing plans, procedures and detailed instructions to implement the security and training programs. Work includes serving as a liaison with other law enforcement, security and training units, negotiating and coordinating with federal and state agencies as necessary for security and training purposes, representing the Chief of Security in his absence, making recommendations for changes or improvements in both program areas, insuring that the basic and in-service training programs are appropriate and effective and assisting supervisors with personnel and enforcement problems. Work is performed under the general supervision of the Federal Chief of Military Security and may include other duties as assigned.

I. DIFFICULTY OF WORK:

Planning - Employee develops goals to improve the security of the military base, makes short and long range plans to expand or decrease the emphasis on training for security guards and arranges work schedules allowing some flexibility for emergency situations.

Organizing and Directing - Employee recommends changes in enforcement and training methods based on new or revised federal and state regulations, arranges training programs to accommodate the schedules of the maximum number of persons possible, develops and implements procedures for transferring duties between shifts, and adjusts work assignments and priorities based on activities at the Air Guard Complex.

Budgeting - Employee analyzes funds needed for salaries, supplies, equipment and training; prioritizes need and makes recommendations to the Chief of Security.

Training - Employee recommends course and skill training for basic and in-service training of the guards; identifies special related educational sources and solicits support for attendance; and serves as an on-the-job trainer for new employees as the need arises.

Setting Work Standards - Employee assists in setting unit and individual goals designed to support the overall mission of the complex, establishes measures by which the security guards' and supervisors' work can be evaluated, and makes recommendations for changes based on what has or has not proven to be obtainable.

Reviewing Work - Employee technically and administratively reviews the work of subordinates through daily observance, written reports, weekly staff meetings with the shift supervisors, direct participation in security duties and the investigation of complaints.

Counseling and Disciplining - Employee reviews disciplinary actions taken by shift supervisors and counsels with the guards on request by the supervisors, issues oral and written warnings to shift supervisors and makes recommendations to the Chief on the dismissal of both guards and supervisors.

Performing Other Personnel Functions - Employee interviews applicants individually and as a member of a three member panel and makes recommendations on selection. Employee, in conjunction with the Chief, performs employee appraisals and makes decisions about promotions and salary adjustments.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Changes in federal regulations for security of military equipment, training mandates for federal law enforcement personnel and changes in State laws may cause changes in policies and procedures used in the Air National Guard Military Security program.

Variety of Work Supervised - Employee directly supervises the military security shift supervisors and serves in a monitoring role with individuals conducting training for the security staff.

Number of Employees Responsible For - Employee supervises four shift supervisors and twelve guards.

III. EXTENT OF SUPERVISION RECEIVED: Work is reviewed by the Chief of Military Security through activity reports, conferences, and observation of program and procedure results.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Twenty-four hour operation, 3 shifts, 7 days a week.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of Air Force regulations and procedures and State and Federal laws that apply to the security and protection of the military information and property on location at the NCANG headquarters. Considerable knowledge of the Air National Guard base and Douglas Airport Authority security and emergency response plans. Working knowledge and skill in the use of different types of weapons. Some knowledge of basic fire prevention and control techniques. Ability to train and supervise security staff in methods and procedures of protecting the military resources located at the base. Ability to act quickly and intelligently in emergency situations. Ability to develop and maintain records and reports. Working knowledge of training policies, procedures and requirements.

Minimum Education and Experience - Graduation from high school and four years of experience in military security and police work; or an equivalent combination of education and experience.

Necessary Special Qualification - Certification (as applicable) under North Carolina, Federal Government, and Air Force laws or regulations as a military security police officer.