

JOB POSTING

AUGUST 31, 2026

The Town of Clifton Park has an Opening for the position of Safety and Security Director. The position is a full-time position, which will be offered at a Grade 8 with steps 1-3. The starting compensation will therefore range from \$74,578 - \$77,593, depending upon the experience and qualifications of the successful candidate. The Job description and minimum qualifications for the position is detailed below. The availability will require some night, evening, weekend, and holidays. The position is a competitive position within the Saratoga County Civil Service System and will be filled provisionally pending the results of a Civil Service Exam to be held at a later date.

SAFETY AND SECURITY DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving the development, implementation and monitoring of a Town wide safety and security plan. This position oversees the administrative duties of the Security Departments. Work is performed under the general supervision of the Town Supervisor's office. The incumbent will perform on-site investigations in all Town facilities and will oversee the operations of the Security department. The incumbent may be required to work at night or in the evening. Related duties will be performed as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Develops, implements a Town-wide Safety Program;
- Develops and provides safety-training programs;
- Schedules Security Officers for the Town;
- Supervises subordinate employees;
- Recommends safety-training programs;
- Recommends training for Security officers;
- Monitors and reports on compliance of safety regulations;
- Assists in the investigation of accidents on Town property;
- Inspects Town work areas and facilities;
- Maintains records to satisfy OSHA and Toxic Substance reporting requirements;
- Coordinate disaster preparedness activities with State, County Agencies and Town personnel;
- Provides safety training and consults with Department Heads;
- Prepares and maintains a variety of related records and reports;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of Federal, State, and local laws, rules and regulations pertaining to safety and health practices; good knowledge of general safety principles, practices,

and techniques; ability to conduct accident investigations; ability to read and understand complex written directions; ability to establish and maintain an effective working relationship with employees and department heads; ability to supervise the work of subordinates; ability to speak effectively before large groups; ability to prepare and conduct training seminars.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor's degree and three (3) years of field or desk investigations or inspections experience utilizing established standards; one of which must have been in a supervisory capacity; OR
- B. Possession of an Associate's degree plus five (5) years of field or desk investigation or inspection experience utilizing established standards; one of which must have been in a supervisory capacity; OR
- C. Graduation from high school or possession of GED AND seven (7) years of field or desk investigation or inspection utilizing established standards; one of which must have been in a supervisory capacity.

Individuals Interested in the position should send resume and Town of Clifton Park Employment Application to Supervisor Phil Barrett through Jean Spiegel at Jspiegel@cliftonpark.org, or contact Ms. Spiegel at (518) 371-6651 ext. 240
Town applications can be found on the Town's website at cliftonparkny.gov in the document center.