

# Diocese of Sacramento

## Job Description

<b>Dept:</b>	<b>Finance</b>
<b>Position:</b>	<b>Diocesan Coordinator for Parish Security</b>
<b>Classification:</b>	<b>Non-Exempt</b>
<b>Schedule:</b>	<b>Part-Time</b>

**Reports To:** Chief Financial Officer

**Essential Functions:** As a member of the staff of the Finance Office and under the supervision of the Chief Financial Officer, the Parish Security Program Coordinator shall work for the Central Administrative Offices of the Diocese and shall work in coordination with the Diocesan Security Task Force as follows:

- Serve as the primary staff to the Diocesan Security Task Force
  - Attend Task Force meetings
  - Maintain minutes
  - Make recommendations
- In consultation with the Diocesan Security Task Force, develop guidelines for Parish Security Programs and Policies.
- Serve as the primary diocesan contact and resource person to parishes for matters of parish security.
- Work closely with The Catholic Mutual Group (“CMG”) to ensure that diocesan policies comply with the requirements of CMG and that CMG resources are integrated into the diocesan program.
- Coordinate free resources for parish training/formation and financial grants in the area of security; e.g. Regional Threat Assessment Center (“RTAC”); California Central Intelligence Center (“CCIC”); and Homeland Security Grant Program.
- Plan and execute gatherings for ongoing formation/training of parish leadership in the area of security.
- Ensure that all parishes in the diocese complete a preliminary self-assessment instrument and attain a formal Threat Assessment Report through the RTAC; and that such parishes develop a formal plan to respond to the recommendations of the Report. Develop and maintain a database that tracks each parish’s status in this regard.
- Ensure that all parishes prepare and maintain a comprehensive Emergency Preparedness plan with associated training, drills, and operational support as appropriate.

- Develop and maintain a list of vendors for security related matters/items.
- Assist in planning the security aspects of major diocesan functions; e.g. ordinations, installations, etc.
- Serve as the primary coordinator of security at the Diocesan Pastoral Center.
- Develop and maintain effective relationships with relevant law enforcement agencies.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelors Degree or the equivalent.

**Experience:** Minimum ten years law enforcement or public safety; and/or minimum ten years security leadership role within a private sector organization. Must provide one of the following to verify your prior law enforcement or military experience and that you left in good standing from previous employer: 1) Signed and dated Personnel File Release Authorization form; 2) Letter from previous law enforcement agency verifying retired in good standing (include photo of retirement card); 3) DD-214 from military showing Honorable Discharge.

**Required Activities:** Walking, sitting, standing, stooping, driving, reaching, talking, handling, hearing, carrying, and keyboarding. Using own car, travels to parishes as needed. Some overnight travel may be required.

**Skills / Knowledge:** Practicing Catholic in good standing; current and thorough knowledge of security strategies and means; self-starter, who works well independently, yet is also a good team member who maintains good working relationships with a diversity of people on many levels.; effective presenter/public speaker; reasonable proficiency in Word and Excel; bi-lingual in English and Spanish a plus.

Employee's Signature		Supervisor's Signature		Date	
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