

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### SECURITY SYSTEMS SPECIALIST

**SALARY SCHEDULE: SSP-12**

**COST CENTER: SAFETY, SECURITY & EMERGENCY MANAGEMENT - 9035**

**QUALIFICATIONS:**

- (1) Technical Institute Certification in the area of physical plant security.
- (2) Minimum of five (5) years recent successful experience in integration of commercial security systems.
- (3) Demonstrate ability and knowledge of Access Control Systems, Intrusion Detection Systems and Video Management Systems.
- (4) Possess a valid state of Florida Driver's License.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to use electrical test equipment. Understand and troubleshoot analog and digital circuitry. Positive interpersonal skills. Effective time management skills. Understand compatibility of equipment obtained from different manufacturers. Knowledgeable of testing circuits. Ability to plan, organize and prioritize activities related to assignments. Ability to effectively communicate with supervisor, associate employees, contractors, vendors and school employees. Ability to operate backhoe, trencher and boom lifts.

**REPORTS TO:**

Manager of Safety, Security &  
Emergency Management

#### JOB GOAL

To install, maintain, trouble-shoot and repair security systems and related equipment for the School District.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Assist in the coordination and scheduling of work associated with Access Control Systems (ACS), Intrusion Detection Systems (IDS) and Video Management Systems (VMS).
- \* (2) Install, maintain and repair Access Control Systems, Intrusion Detection Systems and Video Management Systems.
- \* (3) Program and Maintain time schedules for Access Control Systems.
- \* (4) Coordinate network integration of security system technologies with LANS/WANS/WLANS in accordance with established standards.
- \* (5) Have knowledge of AutoCAD, Visio, or other design applications, as well as advanced PC skills.
- \* (6) Oversee security system OS and application software updates.
- \* (7) Order parts and maintain inventory.
- \* (8) Repair and maintain all security systems in the District.
- \* (9) Coordinate with contractors any new or renovated security installations.
- \* (10) Troubleshoot all systems as required.

- \*(11) Demonstrate initiative in the performance of assigned responsibilities.
- \*(12) Provide for a safe and secure workplace.
- \*(13) Model and maintain high ethical standards.
- \*(14) Follow attendance, punctuality and proper dress rules.
- \*(15) Maintain confidentiality regarding school matters.
- \*(16) Maintain positive relationships with staff and vendors.
- \*(17) Participate in workshops and training sessions as required.
- \*(18) Communicate effectively with staff and vendors.
- \*(19) Keep supervisor informed of potential problems or unusual events.
- \*(20) Respond to inquiries or concerns in a timely manner.
- \*(21) Prepare all required reports and maintain all appropriate records.
- \*(22) Follow all School Board policies, rules and regulations.
- \*(23) Exhibit interpersonal skills to work as an effective team member.
- \*(24) Demonstrate support for the School District and its goals and priorities.
- \*(25) Sustained focus and attention to detail for extended periods of time.
- (26) Perform other incidental tasks consistent with the goals and objectives of this position

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 01**

\*Essential Performance Responsibilities

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