

SECURITY SYSTEMS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of the Assistant Superintendent for Business, an incumbent of this class performs both specialized security and technical equipment maintenance and support tasks to ensure the safety and security of the school district staff, students, buildings and district property. Incumbents of this class will be responsible for supporting, maintaining and monitoring the closed-circuit television surveillance systems within the school district. This position is distinguished from Security Aide in that this position is also responsible for technical support and maintenance of the security systems equipment. Supervision may be exercised over lower level security personnel and School Monitors. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Operate, monitor and maintain all closed-circuit television surveillance systems in an efficient manner including all recording devices, video equipment and operating controls as necessary;

Troubleshoot and make repairs to security equipment as necessary;

Report all equipment failure of the closed-circuit television surveillance systems to the site supervisor to maximize operation of the system;

Submit security reports as required in addition to maintaining record keeping systems;

Change and remove camera recording medium as required following district procedures;

Maintain close surveillance and keep detailed notes of any criminal activity, anti-social behavior or unsafe activities on school district premises;

Acts as liaison to the police, staff members and other agencies to ensure the appropriate use of the closed-circuit television surveillance system;

Record all events and actions taken in a clear, legible and accurate format using Windows operating systems and server base digital recorders;

May represent school district in court-related matters;

Create and maintain an efficient radio and telephone answering service and handle all inquiries made with regard to it;

Maintain the District two-way radio system and District digital phone system;

Makes recommendations to correct security issues once identified;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of maintaining and supporting closed-circuit television systems, cameras and recorders; good knowledge of the principles, practices and techniques in establishing and maintaining safety and security in a school district environment; good knowledge of the techniques and methods of safety and security analysis; ability to maintain records and produce reports; ability to comprehend and execute oral and written instructions; ability to deal with people effectively; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; sound professional judgment; tact; courtesy; reliability; resourcefulness.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and four (4) years of information technology experience which involved supporting and maintaining security surveillance equipment.

SUBSTITUTION: Satisfactory completion of 30 college credits* towards a Bachelor's Degree in Computer Science, Information Technology or a closely related field may be substituted on a year for year basis for up to three (3) years of the required experience as described above.

SPECIAL REQUIREMENT: Satisfactory completion of an approved security guard training course as approved by the New York State Department of Criminal Justice in accordance with the Security Guard Act of 1992 at time of appointment. The appointing authority is responsible for ensuring that incumbents maintain valid registration as a security guard throughout their employment.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.