

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SPECIALIST, Security

QUALIFICATIONS

- Bachelor's Degree in Computer Science, Engineering, Criminal Justice, or a related field **OR** High School Diploma, equivalence, or Florida Special Diploma and a minimum of three (3) years of related work experience which reflects the required knowledge, skills, and abilities to perform essential job functions.
- Experience using relevant technology and equipment with expertise in security and public safety systems/procedures.
- Experience in internet protocol (IP) video and access control is preferred.
- Possess and maintain a valid Florida driver license.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Windows operating systems (client and server), Microsoft Office Suite, Google applications and other required of software.
- Knowledge of a wide range of IP cameras and video management platforms such as Avigilon.
- Knowledge of access control systems and effective management of those systems.
- Knowledge of security protocols and procedures.
- Knowledge of computer networking.
- Skills in problem solving, interpersonal communication, and conflict management.
- Effective skills in oral and written communications, organization, and time management.
- Ability to plan, organize, and prioritize.
- Ability to communicate and work cooperatively with a variety of audiences.
- Ability to coordinate and manage installations and projects.
- Ability to read and interpret blueprints, diagram, schematics, specifications, operation manuals, etc.

SUPERVISION

REPORTS TO Assistant Superintendent, Human Resources and Professional Standards or Designee
SUPERVISES No Supervisory Duties

POSITION GOAL

To manage, monitor, and maintain safety and security systems throughout the District to help provide safe and secure environments for all students, staff, and property.

PERFORMANCE RESPONSIBILITIES

1. *Monitor security access of systems such as IP cameras and access control.
2. *Responsible for daily management of security applications and systems.
3. *Perform internal and external security audits.
4. *Monitor open door alarms to establish patterns and address problem locations.
5. *Provide direct or indirect support to sites with security related systems needing repair/replacement.
6. *Verify the security of third-party vendors and collaborate to meet security requirements.
7. *Conduct inspections of work performed by vendors to ensure compliance, completion, and quality.
8. *Utilize Avigilon software to provide proactive monitoring of camera systems as well as provide training to schools on the platform.
9. *Assist with developing and implementing securities, policies, and procedures.
10. *Attend meetings with other departments and vendors to determine operational needs.
11. *Assign permissions, maintain access levels, and provide training to school-based staff on security systems.

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- 12. *Create reports for management on security status.
- 13. *Analyze data to form proposals for improvements.
- 14. *Manage a ticketing system and maintain accurate records of all work performed, material used, and the nature of any problem encountered or identified with the system.
- 15. *Manage assigned projects to ensure timely completion, ensuring adherence to District policies and procedures.
- 16. Perform other duties as assigned by the Assistant Superintendent, Human Resources and Professional Standards or Designee.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard Office Equipment, PC, Network Equipment, and other equipment as required.

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 20 pounds of force occasionally, and/or a negligible amount of force frequently to lift, carry, push, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
Reaching	Extending hand(s) and arm(s) in any direction.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AS-D \$50,918 - \$88,922
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position	TBD
Personnel Category	14
EEO-5 Line	44
Function	7900
Job Code	2082
Survey Code	79010

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

May 10, 2022

ADA Information Provided by Mark Russi
Position Description Prepared by Mark Russi

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.