

Killeen Independent School District Job Description

Job Title: Coordinator of Physical Security Systems
Reports To: Executive Director for Technology Services
FLSA Status: Exempt

SUMMARY

Manages the operations, installation, lifecycle, and maintenance of the District's IP Camera security systems. Develops and deploys uniformed baselines and procedures which conform to leadership's expectations, policies, and related baselines and procedures. Manages and oversees relevant contractors and FTEs involved. Works towards enhancing physical security while staying in scope set by leadership. Advises and updates leadership and stakeholders as needed regarding the state and status of various physical security systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Manages the operations of the District's IP Camera Security Systems.

Coordinates and plans relevant maintenance along with coordinating and prioritizing resolution of help desk tickets.

Plans and oversees relevant life cycle programs for the systems being managed and communicates future budget requirements as relevant and required through appropriate channels.

Coordinates and advises relevant departments on new construction projects regarding installation and placement of physical information security systems.

Advises and coordinates with upper management regarding relevant budget planning.

Manages relevant inventory.

Recommends additional administrative, technical, or physical controls which could be deployed to mitigate relevant risks.

Manages, coordinates, verifies, and assess the operations of relevant contractors involved in the maintenance and installation of relevant systems.

Supervises and manages KISD FTEs involved in installing or maintaining security cameras.

Coordinates with relevant Information Technology staff as needed to maximize the confidentiality, integrity, and availability of the Physical Information Security Systems being managed.

May be asked by leadership to review, draft, coordinate, or provide advice regarding new or existing policies, standards, baselines, procedures, or guidance.

Assembles, conducts, and coordinates District staff awareness training as relevant and required.

Plans for growth and technology evolution and advises relevant Stakeholders as needed.

SUPERVISORY RESPONSIBILITIES

This position manages and supervises the contracts and contractors relating to the installation and maintenance of IP Camera Security Systems, and/or those KISD employees engaged in the same.

EDUCATION and/or EXPERIENCE

Bachelor's Degree with 2 years of experience in the installation, management and troubleshooting of IP security camera systems or 5 years' experience in the installation, management and troubleshooting of IP security camera systems. At least three years' experience relating to supervising or training employees, along with relevant supervisor training preferred. Experience in managing and overseeing large project to successful outcomes preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

N/A

TECHNICAL SKILLS

Ability to operate and use the Microsoft Office Suite (Word, Excel, PowerPoint, Access).

Ability to use Remote Desktop.

Ability to operate CCTV and related systems.

Ability to troubleshoot technical issues in network devices.

Ability assists with forecasting and planning for future budget needs.

Ability to manage and oversee contracts and contractor operations.

Ability to coordinate installation and maintenance of technical systems.

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, policies, procedures, and other legal documents.

Ability to assess and prioritize risk.

Ability to comply with relevant legal and policy requirements.

Ability to monitor relevant security systems for signs of failure and to implement recovery protocols as needed.

Ability to assess and recommend controls to mitigate risk.

Ability to effectively present information to members of the board of trustees, administrators, principals, staff, and public groups.

Ability to write procedures which conform to baseline and standards as needed.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Date: February 4th 2021

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.