SECURITY SYSTEMS APPLICATIONS MANAGER
Class Code:  1492
Job Family:  Police Services
Classification:  Support Staff
Terms of Employment:  Pay Grade 64 on the Support Staff Salary Schedule
FLSA STATUS:  NON-EXEMPT

POSITION SUMMARY:
Under direction, responsible for the operational status of secure file servers and virtual servers, storage area networks, central station receivers, microcomputer systems, database structure, and vendor supplied application software for security systems (i.e., intrusion alarm, access control, security cameras, central station monitoring, and other security-related devices).

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Assigns, supervises, and evaluates assigned staff.
2. Develops technically oriented software applications from analysis through final implementation.
3. Updates fileserver and microcomputer operating systems with vendor revisions.
4. Trains technical support, applications development, and computer operations personnel to use and support file servers and microcomputer software facilities such as, vendor supplied application software for intrusion alarm, access control, security cameras, central station monitoring, file editors, utilities, diagnostic tools, desktop publishing, word processing, local area networking, and other security related devices and applications.
5. Designs security camera, intrusion alarm, access control, and other security-related systems.
6. Installs and troubleshoots fileservers, virtual servers, and microcomputer hardware including modems, computers, optical scanning equipment, printers, and other data processing equipment.
7. Monitors and adjusts security-related fileservers, central station receivers, microcomputer systems, database structures and application software to optimize performance.
8. Coordinates user support activities with other departments/divisions, (i.e., School Police, Facilities, Technology and Information Systems Services, Education Services, and other departments).
9. Monitors fileserver and microcomputer system performance and recommends enhancements.
10. Recommends fileserver and microcomputer system upgrades based on performance standards.
11. Designs changes in security system configuration.
12. Performs benchmark testing of fileserver and microcomputer computer hardware and software.
13. Keeps records of equipment location, failures, and operational status.
14. Assists in development of disaster recovery plans for fileservers and microcomputer systems.
15. Schedules and facilitates preventative maintenance and upgrades to the fileservers and central station receivers.
16. Assists in the design and implementation of security systems.
17. Designs and maintains custom teleprocessing equipment and software.
18. Provides 2nd and 3rd level end-user support.
19. Conforms to safety standards as prescribed.
20. Performs other tasks related to the position as assigned.

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DISTINGUISHING CHARACTERISTICS:
Involves supporting and operating secure fileservers, central station receivers, microcomputer systems, and vendor-supplied application software for security systems (i.e., intrusion alarm, access control, security camera, central station monitoring and other security related devices) and supervising the diverse job classes of the Security Systems Department.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):
1. Knowledge of programming languages related to assigned area.
2. Knowledge of fileservers, operating systems and applications.
4. Knowledge of fileservers and microcomputer hardware.
5. Knowledge of data communications and physical security systems.
6. Knowledge of fileservers and microcomputer security packages.
7. Ability to supervise and evaluate employees.
8. Ability to prepare complex reports and graphics from fileservers and microcomputer data.
9. Ability to read and interpret complex materials.
10. Ability to analyze security systems specifications.
11. Ability to debug computer hardware and software.
12. Ability to work flexible hours and shifts.
13. Ability to work cooperatively with employees, vendors, and the public.
14. Ability to recognize and report hazards and apply safe work methods.
15. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:
Education, Training, and Experience:
1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. Two (2) years of college, including courses in computer science; plus,
   Three (3) years experience with fileservers operating systems, systems programming, data communications, and/or technical support for an enterprise-level security system; or,
   A total of seven (7) years experience (as outlined above) will fulfill the college and professional experience requirement.

Licenses and Certifications:
1. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for duration of the assignment.
2. Copy of current driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Conditions of Employment:
Successful completion of an extensive background check/investigation is required.

Preferred Qualifications:
Supervisory experience.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:
1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. College transcript(s), if applicable.
3. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Copy of current driving history issued by the Department of Motor Vehicles.
5. Specific documented evidence of training and experience to satisfy qualifications.

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EXAMPLES OF ASSIGNED WORK AREAS:
Clark County School District Security Systems Department, and travel to and from schools and other District office settings.

WORK ENVIRONMENT:
Strength: Sedentary to medium – exert force 20-50 lbs., occasionally, 10-25 lbs., frequently, or up to 10 lbs., constantly.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials and VDT screens or other monitoring devices.

Environmental Conditions: Climate-controlled office settings and exposure to moderate noise intensity levels.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:
Various computers, printers, modems, telephones, fax machines, optical time delay reflectometer, drills, punchdown tools, digital multi-meters, laser communication devices, test equipment, hand and power tools used in the installation and repair of security systems.

An Affirmative Action/Equal Opportunity Employer
This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.