SECURITY SYSTEMS DESIGN MANAGER

Class Code:  1493
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 designing security systems (i.e., intrusion alarm, access control, security camera, central station monitoring, and other security-related systems) for new and existing Clark County School District facilities.

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 security systems from analysis through final implementation.
3. Updates security equipment designs based on vendor revisions.
4. Trains department personnel on function and capabilities of security camera, intrusion alarm, access control, and other security-related hardware being used within the District.
5. Designs security camera, intrusion alarm, access control, and other security-related systems.
6. Installs and troubleshoots security-related equipment, including but not limited to, security camera, intrusion alarm, and access control systems.
7. Monitors and adjusts security system designs 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).
10. Recommends security system upgrades based on performance standards.
11. Designs changes in security system configuration.
12. Performs benchmark testing of security system related hardware.
13. Keeps records of equipment location, failures, and operational status.
14. Assists in development of disaster recovery plans for security systems.
15. Schedules and facilitates preventative maintenance and upgrades to the security systems.
16. Assists in the design and implementation of security systems.
17. Designs and maintains custom security system equipment.
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.

DISTINGUISHING CHARACTERISTICS:
Involves designing and supporting security systems, (i.e., intrusion alarm, access control, security camera, central station monitoring, and other security-related systems) for new and existing District facilities and supervising the diverse job classes of the Security Systems Department.
KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):
1. Knowledge of security system design standards.
2. Knowledge of other low voltage service design standards (i.e., data, telecom, and other related services).
3. Knowledge of security equipment operating systems and applications.
4. Knowledge of security systems hardware.
5. Knowledge of physical security systems.
6. Knowledge of security system construction and inspection practices.
7. Ability to supervise and evaluate employees.
8. Ability to prepare complex reports and graphics from fileserver and microcomputer data.
9. Ability to read and interpret complex materials.
10. Ability to analyze specifications for physical security systems.
11. Ability to troubleshoot security system-related 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 security system design, physical security system maintenance, low voltage infrastructure, 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.

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

12/07/09
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.