

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

SECURITY SYSTEMS SPECIALIST <u>FACILITATOR</u>
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Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Possession of a valid Florida Driver's License
- Three (3) Years' experience in the field of system installation, design and troubleshooting of security camera's, alarm systems, and access control systems

Desired Qualifications:

- Associates degree in computer science
- Broad knowledge of computer systems, including programming and systems operations and networks
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes
- Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media
- Ability to work independently and work cooperatively in a team

Performance Responsibilities:

- Install security camera's, access control systems and alarm systems for all school sites and facilities
- Maintain the district's electronic lock database, I.D card system, visitor software program, security cameras and alarm systems for all school sites and facilities
- Analyze existing systems and redefine operations when necessary to take into account changes in system requirements or equipment configurations
- Provide technical assistance and training to staff and operations personnel
- Establish and maintain an effective working relationship with departmental personnel, administration and school staff
- Responsible for keeping up to date on current technology used by Safe Schools
- Attend training to ensure skill level in various technologies is at the level required to perform in current position
- Assist all cost centers in improving the efficiency of their present security equipment
- Clean, maintain, and adjust tools and equipment as necessary
- Receive work orders, prioritizes assignments, and completes work orders as assigned
- Meet as a member of the Safe Driver committee as needed
- May be required to work after hours and/or weekends
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Safe Schools or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects. The ability to climb ladders safely and at various heights and operate various hand tools and machinery in the performance of their duties

Reports to:

Reports directly to the Director of Safe Schools and/or designee for day-to-day operations

Evaluation:

Annual evaluation done by the Director of Safe Schools and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level K

Job Code:

79010

Board Approved: 10/18/16

Revised: 6/25/19