Position Description

For

Security Technician

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in developing and implementing a District-wide security surveillance program, including surveillance, keying system programs, and emergency phone systems. Position is responsible for installation of hardware and networks essential to the support of above mentioned programs and projects.

REPRESENTATIVE DUTIES:

1. Assure the reliable and efficient operation of the District's security surveillance and emergency phones system; assist in the planning, organizing, controlling, directing, monitoring, and maintenance of the District's technical-based security surveillance programs and emergency phone systems; assist in the development and implementation of a District-wide security surveillance policy and emergency phone policy.

2. Plan and coordinate emergency phone installation and security surveillance system installation with Plant Services, ETS, and outside vendors and contractors; serve as liaison for security system and keying system vendors and service contractors.

3. Assist in the design configuration, installation, maintenance, security, and management of all networked and telecommunication devices related to District security; diagnose and resolve surveillance and emergency phone problems related to networking and telecommunications; troubleshoot connections and/or networks; isolate software problems from hardware problems; repair equipment or arrange for repair; drive to various sites to conduct work.

4. Map-out the Schlage Primus keying system for both campuses and provide recommendations and specifications for purchase; identify locations for stand alone and networked proximity readers.

5. Research, evaluate, and recommend new security and emergency phone technology; recommend and implement software and hardware upgrades for all security and emergency phone systems; manage equipment; create orders.

6. Maintain system documentation for all security and emergency phone systems.

7. Monitor and maintain video systems and intrusion alarm system. Respond appropriately to breaches in security.

8. Assist in security implementation, including in new and remodeled buildings; recommend and implement security staffing requirements and surveillance system management options.

9. Operate various equipment including first aid, two-way radio, traffic control, fire extinguishers, office equipment and various hand tools related to assigned activities.

10. Assist in coordinating security activities with the activities of other college departments and other law enforcement agencies; assist with campus-wide crime prevention programs including educational programs, alarm systems, and others.
11. Attend a variety of meetings as assigned; maintain current on advances in the field.

12. Participate in training and certification activities as needed.

13. Prepare and maintain a variety of records and reports related to assigned activities; prepare status reports or documents detailing equipment usage, costs and budget review, and vendor/contractor agreements.

14. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Law enforcement and security principles and techniques.

2. Security surveillance systems.

3. Operation of a computer and assigned software.

4. Network principles, protocols, standards and various operating systems.

5. Various operating systems and basic shell programming.

6. Internet software and protocols, IP's and related information.

7. Technical aspects of field of specialty.

8. Laws, rules and regulations pertaining to Community College Police and Security Departments.


10. Federal, State and local laws, rules and regulations related to assigned activities.

11. Principles and practices of administration, supervision and training.

12. Interpersonal skills using tact, patience and courtesy.

13. Oral and written communication skills.


15. Record-keeping techniques.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required.

3. Use a computer for entry and retrieval of information for work assignments.
4. Assist in planning, organizing, controlling, and directing the activities and personnel of the Campus Safety and Security Department.

5. Assure the reliable and efficient operation of all security systems and emergency telephones.

6. Assist in the design of a District-wide security program.

7. Diagnose and resolve network problems.

8. Install and configure computer software.

9. Manage file servers and troubleshoot errors

10. Enforce laws, rules and regulations.

11. Interpret, apply and explain rules, regulations, policies and procedures.

12. Establish and maintain cooperative and effective working relationships with others.

13. Analyze situations accurately and adopt an effective course of action.

14. Meet schedules and time lines.

15. Work independently with little direction.

16. Plan and organize work.

17. Research, compile and generate district-wide and state reports.

18. Interpret and apply federal, state, local, and District regulations and policies.

19. Collaborate with contractors, management, and staff in coordinating and overseeing projects.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in a field of expertise or related field and three years applicable experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

1. Indoor and outdoor work environment.

2. Driving a vehicle to conduct work.

PHYSICAL ABILITIES:
1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate assigned equipment.
3. Seeing to read various materials.
4. Standing, walking or riding bike for extended periods of time.
5. Running, walking, or riding bike over rough or uneven surfaces.
6. Bending at the waist, kneeling or crouching.

HAZARDS:
1. Contact with dissatisfied or abusive individuals.
2. Possible fights and confrontations.

DATE APPROVED: October 2, 2006
RANGE: L-61
EEO-CATEGORY: H-70