Security Systems Applications Manager

Position Details

Class Code: 1492
Job Family: Police Services
Classification: Support Professional
Terms of Employment: Pay Grade 64 on the Support Professional 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 structures, and vendor supplied application software for security systems (i.e., intrusion alarms, 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 file server 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 alarms, 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 file servers, virtual servers, and microcomputer hardware including modems, computers, optical scanning equipment, printers, and other data processing equipment.
7. Monitors and adjusts security-related file servers, 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 file server and microcomputer system performance and recommends enhancements.
10. Recommends file server and microcomputer system upgrades based on performance standards.
11. Designs changes in security system configurations.
12. Performs benchmark testing of file server and microcomputer computer hardware and software.
13. Keeps records of equipment locations, failures, and operational statuses.
14. Assists in development of disaster recovery plans for file servers and microcomputer systems.
15. Schedules and facilitates preventative maintenance and upgrades to the file servers and central station receivers.
16. Assists in designing and implementing security systems.
17. Designs and maintains custom teleprocessing equipment and software.
18. Provides second and third level end-user support.
19. Conforms to safety standards as prescribed.
20. Performs other tasks related to the position as assigned.

Distinguishing Characteristics

Involves supporting and operating secure file servers, central station receivers, microcomputer systems, and vendor-supplied application software for security systems (i.e., intrusion alarms, access control, security cameras, 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 file servers, operating systems and applications.
3. Knowledge of microcomputer operating systems and applications.
4. Knowledge of file server and microcomputer hardware.
5. Knowledge of data communications and physical security systems.
6. Knowledge of file server and microcomputer security packages.
7. Ability to supervise and evaluate employees.
8. Ability to prepare complex reports and graphics from file server/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., General Educational Development (GED), foreign equivalency, etc.)
2. Two (2) years of college including courses in computer science; plus,
   Three (3) years of experience with file server operating systems, systems programming, data communications, and/or technical support for an enterprise-level security system; or,
   A total of five (5) years of experience with file server operating systems, systems programming, data communications, and/or technical support for an enterprise-level security system.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Conditions of Employment

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

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
2. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
3. College transcript(s), if applicable.
4. 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.

Work Environment

Strength

Sedentary to medium – exert force of 20-50 lbs., occasionally, 10-25 lbs., frequently, or up to 10 lbs., constantly.

Physical Demand

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, via video conference and computers, or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, 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 and fumes (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 domain reflectometer (OTDR), drills, punch-down tools, digital multi-meters, laser communication devices, test equipment, hand/power tools used in the installation and repair of security systems, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/24/23
- Created: 12/07/09