



**Job Title:** Security Systems Assistant

**Department:** Police Department

**Reports To:** Deputy Chief of Police-Support Division

**Grade:** TS-11

**Number of Days:** 12 Months

**Security Access:** All Sites

**Current Date:** July 24, 2015

**Overtime Status:** Non-Exempt

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**Position Summary:** Under general supervision of the Deputy Police Chief over Support Services and direct supervision of the Security Systems Manager. Employee will install, maintain and service all items related to Intrusion and Fire alarms in addition to the current Surveillance and Door Access systems and Motorola Radio System currently used by the district. The main focus of this position to be the radio liaison and to ensure that the Campus Police radios are fully function and to limit outages to a minimum. The employee will still be responsible for other functions as outlined for the Security System Technician position.

**Minimum Qualifications:**

- Two or more years' experience with systems including Honeywell, Napco, Firelite, Open Options, IP based cameras and Motorola products.
- Supervisory experience and mentoring of employees assigned to that division.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Knowledge of intrusion alarms, fire detection systems, telecommunications, surveillance, door access and support software and Motorola radio systems.
- Knowledge of Milestone surveillance systems and Open Options door access control systems.
- Knowledge of Motorola products specifically those dealing with radios both hand-held style as well as vehicle mounted and their operation.
- Knowledge of programming and installing of Motorola products.
- Knowledge of IP based cameras including installation and troubleshooting.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to troubleshoot and accurately and legibly create a record of repair.
- Working knowledge of computers and the programs necessary to program certain types of equipment and also to troubleshoot.
- Programming both hand-held and vehicle mounted radios.

- Understanding of radio design and implementation as well as training IP based cameras including installation and troubleshooting

**Supervisory Responsibility:**

- Assist with the supervision of the system technicians and contractor installs at various school sites.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Drive a District assigned vehicle.
- Must be able to lift a minimum of 50 lbs.
- Must be able to climb ladders, kneel, squat, stoop, bend and crawl and work in confined spaces.

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