

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

SECURITY SPECIALIST

POSITION: Security Specialist

REPORTS TO: Director of Safety and Security

LOCATION: Central Administration – Safety and Security

NATURE OF WORK:

The Security Specialist coordinates daily with the Director of Safety and Security to provide technical, logistical, and analytical support for all aspects of the department's responsibilities in maintaining safe and orderly environments at all schools and office sites. This is a highly skilled position providing support for the planning, implementation, daily operation, and maintenance of security systems, and the planning, response, and investigation of incidents occurring at all school and office sites.

ESSENTIAL FUNCTIONS:

- Provide technical and analytical support for all departmental responsibilities relating directly to maintaining a safe and orderly environment at all schools and office sites;
- Act as a Subject Matter Expert (SME) in assigned areas to include physical security systems, supporting hardware, software, and systemic data collection to support effective analysis, implementation, and support of security measures and investigations;
- Provide technical support for the maintenance and operation of security camera systems;
- Provide technical support for the maintenance and operation of access control systems;
- Provide technical support for the maintenance and operation of Building Management Systems (BAM);
- Provide technical support for the maintenance and operation of radio systems;
- Provide technical and logistical support for school related investigations involving student conduct and discipline, criminal activities, and employee misconduct investigations; and
- Provide technical and logistical support during school emergency response events.

DUTIES AND RESPONSIBILITIES:

- Coordinates and ensures completion of new installations of security systems verifying functionality within parameters established by the St. Mary's County Public Schools (SMCPS);
- Documents technical processes and organizational guidelines for the Department;
- Responsible for the development of system specification analysis and cost estimates for the deployment, alteration, repair, and maintenance of new and existing security technology infrastructure and equipment;
- Works with vendors to determine system selections based on price, technical functionality; and support;
- Coordinates the installation, maintenance, and repair of all identified security systems;
- Coordinates installation, maintenance, and repair of security system hardware and software;
- Creates data reports and analytical evaluations pertaining to the operation of systems;
- Assists and supports the Director in completing school related investigations including student conduct and discipline, criminal activities, and employee misconduct investigations;
- Assists and supports the Director in responding to school emergency events;
- Assists the Director in acting as a liaison for school administrators in coordinating emergency response to school events;
- Assists and supports the Director in collecting, maintaining, and reconciling student discipline and arrest data;

- Provides security camera video footage in a timely manner to support response to school and law enforcement investigations;
- Coordinates response to subpoenas, summons, and other legal requests related to obtaining records in support of investigations;
- Assists with records and data management related to criminal history background screenings of candidates for employment and school volunteers;
- Maintains an electronic a centralized reporting system for schools to report fire, emergency medical service, and police activities occurring at all sites;
- Maintains and manages building access control system software and settings for access as appropriate to each site;
- Maintains employee and administrative access as appropriate to each sites BAM system;
- Maintains a systemic emergency response reporting website, gathering relevant school emergency preparedness data and required school drill reporting data;
- Coordinates elevated parent concerns with the Office of the Deputy Superintendent;
- Coordinates emergency radios, radio tests and work with local county government officials for testing compliance;
- Coordinates and approves access for authorized administrators requiring access to security camera software;
- Manages workflow for requests for security system maintenance and repair from all SMCPs sites via the established helpdesk;
- Manages the employee License Monitoring System (LMS) ensuring established BOE policy is followed;
- Coordinates and maintains the approval process for electronically submitted field trip applications;
- Assists the Director with coordinating public information and media communication efforts with law enforcement and other allied response agencies;
- Reports as needed after-hours for unexpected emergency events and investigations assisting with coordination with law enforcement, allied response agencies, and senior school system administration;
- Maintains department security camera footage electronically;
- Maintains confidential employee records using established digital management filing systems;
- Meets with and prepares reports for all levels of management;
- Makes presentations to stakeholder groups relative to all aspects of school safety and security
- Attend all professional development training and other meetings as assigned; and
- Performs any duties and other responsibilities as assigned.

QUALIFICATIONS:

- High school diploma required;
- Demonstrated experience working in criminal justice, security fields, with security systems;
- Demonstrated experience working in computer networks, and related troubleshooting;
- Applicants with current security industry recognized certifications, college, training, or other combinations of applicable experience, education and training are preferred;
- Experience in gathering data and interpreting data;
- Excellent human relations and communications skills;
- Ability to communicate effectively both orally and in writing;
- The successful applicant will possess skills necessary to effectively perform in this position and be able to communicate effectively with students, staff, and community members; and
- Applicants must have a valid driver's license and maintain a clean driving record.

PHYSICAL REQUIREMENTS:

Must be able to perform duties in all types of weather conditions and be able to sit, stand, reach, and walk for an undetermined length of time.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 21.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP