

**ST. MARY'S COUNTY PUBLIC SCHOOLS
NON-CERTIFICATED POSITION DESCRIPTION**

PROJECT COORDINATOR I -Safety and Security

POSITION: Project Coordinator I – Safety and Security

REPORTS TO: Director of Safety and Security

LOCATION: Central Administration – Safety and Security Office

NATURE OF WORK:

This is a highly skilled technical position that emphasizes leadership, planning, organization and the ability to direct multiple projects concurrently. This position is responsible for assisting the Director of Safety and Security with the implementation and operation of various programs directly related to creating a safe school environment. Specifically, primary responsibilities will include employment background screenings, and other initiatives, as assigned, focusing on proactive security enhancements at all school and office sites. The nature of this work is highly confidential and the project coordinator must be able to prepare documentation, maintain and process confidential records, and complete statistical analysis of work performed.

ESSENTIAL FUNCTIONS:

- Collect and submit both electronic and inked fingerprints;
- Prepare documentation, maintain, and reconcile confidential criminal history records;
- Complete statistical analysis and related reports;
- Assists in the development of new programs; and
- Develop communication plans and support school and community-based trainings and presentations

DUTIES AND RESPONSIBILITIES:

- Collect and submit both electronic and inked fingerprints of prospective employees/volunteers;
- Collects data from various sources as required to accomplish criminal history background screenings for all candidates for employment and school volunteers as assigned;
- Completes data entry and maintains all criminal history background data ensuring compliance to the Maryland Criminal Justice Systems (CJIS) criminal history data base;
- Completes processing and issues identification and access control badges for new and current employees in accordance with departmental procedures;
- Collects and processes cash receipts and other forms of payment for criminal history background screening and identification and access control badges
- Processes and prepares payment transmittals and monthly invoicing directly related to criminal history background screening for approval by the Director
- Maintains confidential records pertaining to employment background screening;
- Schedule and participate in meetings with collaborating community partners;
- Assists in the development of Board agenda materials;
- Ability to work with limited supervision;
- Understand and accurately follow both brief and/or complex oral and written instructions;
- Ability to take decisive action to resolve problems in accordance with School Board regulations and established procedures;
- Maintain a broad understanding of school system policies and procedures for the area of specialty;

- Composes and prepares correspondence for signature by the Director of Safety and Security;
- Maintain confidentiality and exercise sound judgment;
- Uses independent judgment and initiative in the planning, organization and performance of duties;
- Assists the Director , as assigned, in coordinating the work and activities of safety and security assistants at various school sites
- Assists the director, as assigned, in the development of new programs focusing on school safety and security and risks prevention measures;
- Performs these duties and any other duties as assigned by the Director of Safety and Security

QUALIFICATIONS:

- High school diploma required; Associates Degree in Criminal Justice or related field preferred;
- Five years or more experience in criminal justice, related security fields or any combination of experience, college credits, and training that would provide the required knowledge, abilities and skills;
- Strong organizational skills that reflect the ability to perform and prioritize multiple task seamlessly with excellent attention to detail
- Knowledge of computer applications for developing and maintaining files using Data Base programs, Word Programs, Computer Graphics, including presentation software;
- Experience in gathering data and interpreting data;
- Excellent human relations and communications skills;
- Ability to communicate effectively both orally and in writing;
- Applicants must have and maintain a valid drivers' license

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on the EASMC-ESP salary schedule for twelve-month employees – Range 29.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP