

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

PROJECT COORDINATOR I - SAFETY & SECURITY TECHNOLOGY INTEGRATION

POSITION: Project Coordinator I - Safety and Security Technology Integration

REPORTS TO: Director of Safety and Security

LOCATION: Central Administration – Safety and Security

NATURE OF WORK:

The Project Coordinator for Safety and Security Technology Integration coordinates daily with the Director to provide technical, logistical, and analytical support for technological 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 technological security systems, and the planning, response, and investigation of incidents occurring at all school and office sites using available technology resources..

ESSENTIAL FUNCTIONS:

- Provides technical and analytical support for all departmental responsibilities relating directly to maintaining a safe and orderly environment at all schools and office sites;
- Acts as a Subject Matter Expert (SME) in assigned areas to include physical security systems, supporting hardware, software, and systematic data collection to support effective analysis, implementation, and support of security measures and investigations;
- Provides technical support for the maintenance and operation of security camera systems, access control systems, building management systems (BAM), and radio systems;
- Provides technical and logistical support for school related investigations involving student conduct and discipline, criminal activities, and employee misconduct investigations; and
- Provides 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;
- Documents technical processes and organizational guidelines for the Department;
- Develops system specification analysis and cost estimates for the deployment, alteration, repair, and maintenance of new and existing security technology infrastructure and equipment;
- Coordinates directly with Information Technology Services designees and 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, 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, employee misconduct investigations and in responding to school emergency events;
- Assists the Director in acting as a liaison for school administrators in coordinating emergency response to school events;
- 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' building access management (BAM) system;
- Maintains a systemic emergency response reporting website, gathering relevant school emergency preparedness data and required school drill reporting data;

- Coordinates 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;
- Coordinates and maintain 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 and 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
- Attends all professional development training and other meetings as assigned;
- Performs any duties and other responsibilities as assigned.

PHYSICAL REQUIREMENTS:

Must be able to perform duties in all types of weather conditions and be able to sit, stand, reach, lift, climb ladders, perform work from a ladder, work on security systems overhead, and walk for an undetermined length of time.

QUALIFICATIONS:

- Associate's degree or equivalent (equivalent is minimum of 60 semester hour credits earned at an accredited college or university) in Computer Science, Criminal Justice, Public Safety or other related field (as determined by SMCPS), required.
- In addition, must possess at least three of the following:
 - Bachelor's Degree or higher in Computer Science, Criminal Justice, Public Safety, or other related field (as determined by SMCPS) - (applicants with a Bachelor's degree in one of the areas would only need one other item below);
 - Current CompTIA Security+ certification;
 - Demonstrated five (5) years of experience working in criminal justice, security fields, with security systems;
 - Demonstrated five (5) years of 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 and interpreting data;
- Excellent human relations and ability to communicate effectively both orally and in writing with students, staff, and community members;
- Applicants must have a valid driver's license and maintain a clean driving record.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

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

BARGAINING UNIT ELIGIBILITY: EASMC-ESP