8960

SECURITY SYSTEMS MANAGER

Nature of Work
     Under administrative supervision, performs full-performance level administrative and technical work of a highly confidential nature in the management and operation of the Capitol Complex security system including closed circuit television, electronic door lock, complex-wide emergency notification and intercom system, and other related security and internal office systems. Exercises supervisory responsibility over telecommunicators, access control coordinator, access control assistant, and related positions. Requires a broad range of knowledge in security systems design, development, and implementation. Serves as primary technical resource for assisting employees of the division with technical and systems issues emanating from a network environment. Incumbent will frequently work in time-sensitive situations due to security issues. Position requires evening, weekend and holiday duty and continuous on-call status. Incumbent must successfully pass a background investigation. Performs related work as required.

Examples of Work
Directs the planning, development, and implementation of electronic security systems for the State Capitol Complex.
Manages and supervises technical and support staff; directs, assigns, and reviews the work of staff.
Serves as technical advisor for the division regarding network/systems issues.
Serves on various division committees, participates in workgroups, and attends meetings as requested by the director of the division.
Serves as liaison between the division and vendors, contractors, and service technicians and other state agencies; coordinates the technicians' activities to minimize downtime.
Designs and implements technology training plans for all officers; evaluates new officer's technical competency.
Develops purchasing documents such as Requests for Information, Requests for Quote, Requests for Proposal, Expression of Interest, etc.
Generates and reviews activity reports from the electronic door lock system and reports access violation incidents and issues to senior staff for investigation and follow-up; generates ad hoc reports.
Reviews stored video on electronic media to validate and/or elaborate on door lock information or other information that may be vital to an incident or investigation.

SECURITY SYSTEMS MANAGER(CONT'D)

Examples of Work (cont'd)
Compares daily activity on database servers with the written command center log and reports deviations to senior staff.
Assists division officers and administrative staff in the use of technology equipment.
Programs ad hoc access rights on the electronic door lock system for special events at the Capitol Complex.
Recommends operational changes to facilitate efficient and effective use of the division's security systems/networks; ensures all stored law enforcement sensitive data on the division's systems remain secure; backs up all division servers and maintains offsite copy of all critical media.
Ensures accuracy of databases and maintains valid requestor copies of all information.

Knowledge, Skills, and Abilities
Knowledge of the technical requirements for the operation of electronic security and surveillance systems.
Knowledge of agency internal operating procedures and internal guidelines.
Knowledge of the principles of administrative management and planning.
Knowledge of electronics and information technology equipment.
Knowledge of state purchasing rules and procedures.
Knowledge of state government organizational structure.
Knowledge of State Capitol Complex facilities and grounds.
Ability to manage and supervise subordinate staff.
Ability to clearly report activities and identify potential problem areas to supervisor.
Ability to analyze problems of a technical nature and apply effective solutions.
Ability to interact effectively with a wide variety of individuals.
Ability to communicate effectively both orally and in writing.

Minimum Qualifications
Training: Bachelor's degree from an accredited four-year college or university.
Substitution: Full-time or equivalent part-time paid experience in a technology based position such as computer programming, office automation planning, purchasing and implementation of hardware and software, teleprocessing, system analysis, or supervision of computer operations may substitute for the training on a year-for-year basis.
Experience: Two years of full-time or equivalent part-time paid experience as a security systems administrator.

Established: 8/18/05
Effective: 9/1/05