



Job Title: Security Electronic Technician - Networks

Exemption Status/Test: Non-Exempt

Reports to: Security Coordinator - Systems

Date Revised: February 2021

Dept. /School: Security

Primary Purpose:

Maintain all assigned security department systems' equipment that utilizes technology infrastructure by acting as the liaison with the technology department. Manage the district access card and mobile device programs. Provide archived video for student discipline and criminal investigations. Support the technology department by interacting with law enforcement to recover district-issued devices (iPads and Chromebooks).

Qualifications:

Education/Certification:

Required:

High School Diploma or GED

Preferred:

Technical Certificate or Associates Degree I Information Technology

Military Training in Information Technology

Military Veteran with Honorable Discharge

Experience:

Required:

Three (3) years' experience working on network infrastructure

Special Knowledge/Skills:

Provide valid Texas Class C driver license and prove insurability to operate district vehicles

Knowledge of Apple and Microsoft operating systems

Knowledge of Microsoft Server OS and SQL

Knowledge of data networking principles and equipment

Knowledge of Apple and Android cellular phone operating systems

Knowledge of Avigilon CCTV servers and systems

Knowledge of System Galaxy access control and intrusion systems

Knowledge of Microsoft Excel for database management

Aptitude for successful completion of assigned tasks

Ability to work under pressure in emergencies

Basic knowledge of Microsoft Office products

Ability to work within a diverse culture

Ability to serve as a role model for all district employees by exhibiting behavior that is ethical, and courteous and responsible

Major Responsibilities and Duties:

1. Maintain all security department servers in accordance with best practices and department processes.
2. Serve as the liaison with the technology department for all security department systems' needs.

3. Support the technology department by working with law enforcement to identify and recover mobile devices as needed.
4. Maintain, issue, recover, and track all access control cards for district facilities in accordance with district procedures.
5. Review, archive, and store all video from district CCTV equipment that is requested or identified for investigations; provide video as requested.
6. Provide daily oversight to the district mobile device program; monitor all billing and accounting for devices by completing annual audits of the program.
7. Assist in the maintenance of all telecommunications equipment.
8. Support other technicians in the field to repair systems (e.g., CCTV, Raptor, Access Control, Intrusion, and PA), as needed.
9. Complete work-related documentation in accordance with district processes and policy.
10. Provide support to campus staff as needed to improve system operations.
11. Perform periodic after-hour standby duty to respond to technical issues as needed.
12. Assist with any security issues as directed by the director of security.
13. Perform other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment such as personal computers, desk/cellular phone, copier/fax machine and others. Tools and equipment such as school district vehicles, radio communication equipment, mobile phones and safety equipment. Duty uniform.

Posture: Prolonged sitting, walking, potential for running, climbing stairs, twisting, reaching, pushing/pulling and overhead reaching

Motion: Ability to stand and sit for prolonged periods of time; ability to climb a ladder and the ability to kneel or crawl

Lifting: Lifting up to 50 pounds on a regular basis and light carrying under 50 pounds on a regular basis

Environment: Exposure to temperature extremes, exposure to humidity extremes, exposure to biological hazards, exposure to chemical hazards, electrical hazards, working outside, prolonged exposure to sunlight, work on slippery or uneven surfaces, working alone, working a flexible schedule with little or no notice of shift change and working prolonged or irregular hours.

Mental Demands: Maintain emotional control under stress, work with frequent interruptions and ability to exercise reasoning and problem-solving skills while under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.