



## SECURITY SERVICES PROGRAM MANAGER

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### Position Summary

The Security Services Manager oversees the daily operations of the district's security infrastructure. This position will work closely with the district's Technology and Facilities management teams to ensure the effective installation, maintenance, repair and replacement of safety system hardware and software. Additionally, this position will work directly with building principals to coordinate, direct, train, coach and evaluate the work of Campus Safety and Security Monitors.

### Supervisory Relationship

This position reports to the Director of Public Safety and will provide technical supervision to the Campus Safety and Security Monitor classification.

### Essential Functions

1. Design, implement, or establish requirements for physical safety and security systems including video surveillance, motion detection, and fire and intrusion alarms to ensure proper installation and operation.
2. Design security policies, programs, and practices to ensure adequate security relating to asset protection, alarm response, access card use, and other security needs.
3. Design, direct, and coordinate the installation of safety and security systems and programs to ensure compliance with applicable standards and regulations.
4. Provide technical supervision to District Campus Safety and Security Monitors. Work closely with building administrator to ensure proper training and performance management.
5. Test security measures for final acceptance and implement or provide procedures for ongoing monitoring and evaluation of the measures.
6. Review and evaluate the work of contractors in the design, construction, and startup phases of security systems.
7. Respond to emergency situations on an on-call basis.
8. Inspect fire, intruder detection, or other security systems.
9. Perform threat assessments. Identify and develop appropriate countermeasures
10. Develop and provide conceptual designs of security systems and integration recommendations.
11. Responsible for the creation and evaluation of security services program budgets.
12. Maintains regular and prompt attendance
13. Assumes other duties as assigned.

### Required Knowledge, Skills and Abilities

1. Knowledge of public safety and security best practice and procedures. Must possess knowledge relevant to equipment, policies, procedures, and strategies to promote effective safety and security operations for the protection of people, data, and property.
2. Complex Problem Solving requires identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

3. Demonstrate good judgment and decision making by considering the relative costs and benefits of potential actions to choose the most appropriate one.
4. Must be skilled at systems analysis and evaluation — determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes. Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
5. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
6. Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources.
7. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
8. Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
9. Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
10. Ability to communicate effectively with a variety of audiences, including the public, district administrators and other personnel, architects, engineers, and construction contractors in both written and spoken word.
11. The ability to listen to oral statements and read written statements then understand the ideas and information a presented through spoken words and written sentences.
12. Ability to read and understand construction drawings, building plans and specifications.
13. Ability to communicate effectively with a variety of audiences, including the public, building administrators, architects, engineers, construction contractors and construction personnel in both written and spoken word.
14. Working Knowledge of service provider contracts and contract administration techniques.
15. Competence in the use of project management software. User knowledge of word processing, spreadsheet, and project management scheduling software. Ability to create, maintain, and enter information into databases.
16. Knowledge of budget management, control, estimating and cost accounting
17. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology.
18. Ability to establish and maintain effective relationships with students, staff, administrators, and law enforcement personnel.

## **Working Conditions**

- Work is conducted within schools and office buildings, traveling frequently throughout the District on a daily basis; may include visits to constructions sites and buildings not currently in use. Must be able to traverse on uneven surfaces.
- Must be able to frequently traverse short and long distances on various types of surfaces in various weather conditions to accomplish tasks, ascending or descending ladders, stairs, scaffolding, ramps, poles and other aerial equipment.
- Must be able to remain in a stationary position for prolonged periods; exposed to a visual display terminal for extended periods; may experience frequent interruptions;
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected

that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.

- Must be physically capable of moving quickly, lifting, pushing, jumping and restraining when responding to students fighting, intruder pursuit, or other emergencies.
- The employee must occasionally lift and/or move 25 to 50 pounds, and move or restrain more than 100 pounds when required to intervene in safety issues.
- While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.
- The employee may be exposed to infectious diseases carried by students. Will be exposed to student noise levels typical of educational environments.
- The employee may be required to travel on school owned or leased vehicles while supervising and assisting students.

**Minimum Qualifications**

- A Bachelor’s degree in construction management, architectural technology or related field and two (2) years of work experience in security operations infrastructure **or**;
  - Any combination of experience and training that would provide the required knowledge, skills, and ability to perform the security system work.
- Must possess and maintain a valid driver’s license- This position requires driving a district vehicle or personal vehicle to conduct district business.
- Valid first aid, CPR/AED training or ability to obtain certification within 90 days.
- Ability to meet physical standards (a physical exam may be required).
- Certification by DPSST as an unarmed private security officer, or ability to obtain certification within 90 days. Certification must be maintained throughout course of employment.
- Two (2) years of experience supervising support staff.

**Preferred Qualifications**

- Possession of a journey level Limited Energy Class A License (LEA in State of Oregon)
- Experience working in public K-12 environment.
- Bilingual and bicultural skills in such common languages to the District (to be determined by the specific position).

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	Professional - MAPS
<b>Pay Grade</b>	Grade 4 – 12 Month
<b>Developed by</b>	Kari Skinner, Director of Public Safety
<b>Approved by</b>	Karen Hardin, Director of Human Resources
<b>Last revised</b>	August 18, 2020