

SECURITY SYSTEMS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical position located in the Security Department for Dutchess Community College. In an effort to provide a safe and healthy workplace and academic environment, the person in this position specializes in the information technology aspects of campus physical security. Under the direct supervision of the Assistant Director of Security, this position will be responsible for installing, maintaining and repairing all security systems and technical equipment. This will include all IP Network Security Cameras, body worn cameras, alarms, security software, and telecommunications equipment. Supervision is not a function of this position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Installs, configures, maintains and repairs all IP Network Security Cameras and alarms on campus;
2. Troubleshoot and make repairs to security equipment, alarms, cameras, and electrical wiring;
3. Programmatically source data from third party Oracle database to feed Microsoft Active Directory and Genetic proprietary database;
4. Works with IT department in setting up and maintaining the security software platform to support configuration for card access, video surveillance, personal protection alarms, traffic control gates, and fire door alarm systems;
5. Maintains the uptime of all servers that run security software;
6. Performs installation, configuration, maintenance and repair for all access control hardware and software, including emergency mass notification equipment and telecommunication equipment;
7. Works with Campus Security in setting up and maintaining network configuration for body worn cameras;
8. Provides security reports as required in addition to maintaining a record keeping system;
9. Researches, evaluates, and makes recommendations to the Assistant Director of Security to correct security issues once identified;
10. Assist the Director of Security and the Assistant Director of Security with pricing and planning of new security systems.
11. May assist campus security as a liaison to local law enforcement in maintaining and preparing video files for investigations and evidence.

SECURITY SYSTEMS SPECIALIST (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES:

Good knowledge of TCP/IP networking and Active Directory Administration;
Good knowledge of the techniques and methods of safety and security analysis;
Good knowledge of programming in C# and Task Automation;
Good knowledge of Genetic Security Software and Platforms such as Genetic Security Desk;
Good knowledge of software packages for word processing, spreadsheets, and database management to produce a variety of reports and documents;
Ability to analyze computer hardware and software operations and failures; take corrective action, and act as a resources to others;
Ability to perform installation of electrical devices and associated wiring;
Ability to communicate effectively both orally and in writing;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in Information Technology or closely related field, and one (1) year work experience that involved IT security and wiring of electrical devices. C# background experience preferred;
- OR: (B) Graduation from a regionally accredited or NYS registered college or university with an Associate's degree in Information Technology or closely related field, and three (3) years work experience that involved IT Security and wiring of electrical devices. C# background experience preferred;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

SPECIAL REQUIREMENT

Possession of a New York State Driver License at time of appointment.

ADOPTED: 8/18/2016