



City of Peoria HUMAN RESOURCES

Title: City Security Systems Coordinator

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Facilities Manager.
This is a non-supervisory job classification

MINIMUM QUALIFICATIONS

- **Education:** Two-year Associates degree or equivalent
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.

JOB SUMMARY

The purpose of this position is to coordinate the design, engineering, installation, operation, maintenance, testing, and repair of security systems, including electronic access control systems, closed circuit television systems, and badge systems. Provides functional support to analyze security processes and technology requirements that comply with and improve citywide systems and objectives; works as liaison with the City's Information Technology Department, Police Department, and the Utilities division; ensures appropriate and efficient utilization of application systems and available technology; identifies needs and possible solutions; provides user training and support; works with consultants and vendors; researches industry-specific technology; provides functional assistance; performs related duties as assigned.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Coordinates day-to-day administration and programming of the City's security systems, including electronic access control systems and closed circuit television; oversees the installation, operation, maintenance, testing, and repair of security systems.
2	Coordinates and oversees all aspects of security projects for the City, including developing project plans and managing scope, cost projections, tracking expenditures, schedule, resources, and tasks.
3	Identifies and researches security trends and developments; makes recommendations on software and hardware needs; works with vendors, consultants, and staff; assists with the procurement, budget, and evaluation process on software and hardware related purchases for continuous improvement; may assist with grant applications related to security system technology.
4	Coordinates, schedules, and performs end-user training of systems and technology; develops standards and control procedures and policies; produces training materials to document business and system rules, processes and procedures; monitors and approves system security and updates; maintains system security records and permissions; performs security reviews and audits.
5	Monitors, analyzes, and ensures system integrity; utilizes various reporting tools to provide accurate and functional data to the department; creates reports, forms and databases to support business needs.
6	Coordinates the activities of and serves as a member of the citywide Security Committee.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X” The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X” The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, security cameras, Axis camera viewer, diagnostic test instruments.

PROTECTIVE EQUIPMENT REQUIRED:

None required.