Job Title: Public Safety Technology Specialist  
Reports to: Chief Public Safety and Security  
FLSA Status: Non-Exempt  
Level: 116  
Position Class:

Job Summary:  
This position is responsible for overseeing the administration of the Public Safety Microsoft Windows based security infrastructure, and serves as a technical contact for the Public Safety server infrastructure and applications support of critical and highly specialized security applications. Participates in the evaluation and technical assessment of hardware and software; keeps the department apprised of emerging and evolving security technologies; and provides advice regarding acquisition of systems.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:  
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Serves as equipment specialist for close circuit television (CCTV), access control, card readers, card possessing hardware and software, finger printing hardware and software, and the department’s record management system. Assists in the formulation of college system designs; consulting with vendors; serving as liaison in the purchase, installation, maintenance, repair, and/or operation of such systems.

2. Assists IT Networking Team with implementation, configuration, planning maintenance and support of DPS switches, servers and related network hardware and software.

3. Resolves hardware and software issues with vendor technical support.

4. Installs and maintains emergency software.

5. Implements software and hardware upgrades.

6. Installs and maintains network servers and storage hardware.

7. Coordinates and oversees all vendors during the development, design, installation or construction, start up, operation, maintenance, expansion and updating of all electronic security systems used by the Department of Public Safety (DPS).
8. Provides technical support of data, voice and video services for DPS by troubleshooting technical issues of electronic security technology systems used by DPS.

9. Provides instruction and training for DPS personnel and other College employees on electric security procedures and other applications.

10. Documents all changes, methods and procedures to systems.

11. Coordinates and assumes responsibility for the integration of the various systems when such integration is possible.

12. Ensures compliance with all applicable policies, rules and procedures.

13. Confers with other personnel in resolving issues involving procedural and technical matters. Researches issues and recommends solutions.

14. Maintains thorough service documentation, conducts service audits, evaluates system requirements for new services, coordinates integration, testing, and deployment of service, and maintains vendor relationships.

15. Performs all other Public Safety related functions expected of other Public Safety personnel and other duties as assigned.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Associates Degree and two years of technical experience repairing, maintaining, installing, calibrating, certifying, or fabricating electronic security equipment, CCTV and Access Control equipment or two years of related experience in Computer Installation and Support, Applications, System, and Database Management; or equivalent combination of education and experience.

- **Supervisory Experience:**
  One or more years of experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems, is required.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions,
proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to respond quickly and act in a manner consistent with high standards of emergency response.

- **Computer Skills:**
  To perform this job successfully, an individual should have knowledge of word processing, spreadsheet, Accounting, Inventory, and Internet software. Individual must also be proficient in use of the College database and e-mail software.

- **Certificates and Licenses:**
  Possess or obtain certification in basic first aid, CPR, and Class D security officer license within six(6) months of hire. Possess a valid Florida drivers license and satisfactory driving history.

**Responsibility for People and Property:**

This position has no responsibility for people or property.

**Responsibility for Communication:**

**Internal Contacts**
This position has routine contact with students and all levels of SCF administration, faculty and staff.

**External Contacts**
This position has occasional contact with local law enforcement agencies, the general public and software and hardware vendors.

**Work Environment:**
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.

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.

**Physical Demands:**
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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, use manual dexterity, and taste or smell. The employee is occasionally required to stand, walk, reach with hands and arms, and climb or balance. The
employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**General Performance Standards and Expectations:**

In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. **Attendance Standards:** State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. **Training:** State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. **Continuous Improvement:** State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**

This job description has been reviewed and approved by the leaders whose signatures appear below.

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<th>Title</th>
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