**Class Summary**

The responsibilities of this classification include administering and maintaining security systems for County buildings and facilities. Incumbents are responsible for developing and designing complex security and fire systems utilizing best business practice and technology and will work with the system vendor(s) and KCIT to ensure systems meet the County’s business needs.

**Distinguishing Characteristics**

This is a single level classification. The incumbent supports, troubleshoots and maintains electronic systems for building security, fire systems, building automation, and other integration needs as defined. Duties include drafting policies, procedures, and processes that ensure systems are operating efficiently and meeting the business needs of user departments; serving as a technical resource for system users, project teams and contractors. The incumbent supervises lower level staff and leads project teams as needed.

**Examples of Duties**

1. Administer and maintain daily operations for building security systems and fire life safety systems. Perform security systems plan review, prepare scope of work, design and program security systems; prepare and manage budget for assigned programs.
2. Develop, maintain, and oversee the King County building standards for Life Safety, Security, and Mass Notification systems. Administer and ensure performance measures are met according to Service Level Agreements with departments.
3. Coordinate with departments in developing requests for proposals, bids, contract preparation, monitoring, and oversight.
4. Participate with facility users, building maintenance staff, project managers, and contractors to solve problems through project design, development, deployment, and completion. Serve as a technical resource or lead to contractors and project teams.
5. Troubleshoot and resolve problems for security systems; determine when issues should be escalated to vendor for resolution; serve as liaison with vendor.
6. Track, adjust, and regulate security systems. Document modifications and system changes; maintain all systems documentation. Develop technical troubleshooting and reference guides; document recurring issues and problem resolution.
7. Maintain hardware, software, and system inventories for security systems; may research and recommend hardware and software.
8. Provide training and user support to clients and end users; update user rights.
9. Plan, organize, and schedule work activities of subordinate staff; approve leaves; provide training.
10. Manage and coordinate critical infrastructure monitoring, access control, CCTV surveillance/recording, and duress and intrusion alarm systems located in County-owned, County leased and all other supported facilities.
11. Direct and coordinate the scope of maintenance, integration, and new installation of security and fire life safety systems.
12. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of electronic security system

Knowledge of fire life safety systems and building fire life safety codes

Knowledge of systems integration

Knowledge of the operation and maintenance of security systems and all related equipment

Knowledge of computer technology principles, application, and troubleshooting techniques

Knowledge of data and system security and other technical processes

Knowledge of and skill in project management techniques and principles

Knowledge of supervisory principles and techniques

Skill in planning, coordinating and supervising the work of employees

Skill in supporting audio visual equipment

Skill in providing user support and guidance

Skill in creating, maintaining and updating user documentation

Skill in effectively engaging and sustaining relationships with people from diverse cultures and socio-economic backgrounds

Skill in conveying technical information to non-technical users

Skill in handling multiple competing priorities

Analytical, problem solving, and troubleshooting skills

Planning and organizational skills

Communication skills

Customer service skills

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Five years of experience in the maintenance and operation of security systems

Two years of experience in server administration

Or any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Washington State driver license

Certification in the assigned system

May be on call to provide support for service issues or failures at any time

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 05/2019 – Updated |

01/2013 – Created