



CLASS SPECIFICATION

Class Code: 16125
Date Est: 08/2007
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Last Title Chg:
FLSA: non-exempt
Probation: 12 months

SECURITY ELECTRONICS ADMINISTRATOR

DEFINITION

Under general supervision, plans, designs, specifies, implements, administers, programs, maintains, troubleshoots, and integrates the electronic security systems and audio/visual technologies along with associated servers, computers, application software, data storage, and networking technologies for utilization throughout County facilities; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in electronic engineering, computer engineering, or a closely related field AND two years of full-time experience in coordination and administration of security electronic systems that includes integration of multi-site electronic security systems; OR an equivalent combination of related training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises no direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Maintain electronic card access, intrusion alarms, and panic alarm systems used throughout County buildings including system administration of security cardkey access servers and applications; administer security system servers and applications including user management, file management, permission levels, and building access programming in order to provide physical security to County facilities and employees.

Provide technical support and troubleshooting for department security access, video security, and electronic intrusion systems including telecommunication wiring and devices and computer systems associated with these technologies in order to provide reliable system performance and minimize system failures.

Meet with department heads and County management to discuss and design security system standards and specifications to meet County and department security goals.

Design bid specifications and write Request for Proposals, review proposals and statements of work contracts, select vendors for contracted implementation projects, and interface with selected vendors during implementations to provide project coordination and review of results.

Develop and maintain written procedures for all security systems' file servers, network interfaces, and critical components in order to maintain accurate "as built" documentation.

Administer and integrate a variety of vendor equipment and video recording system solutions, including camera matrix systems for countywide facilities, NVRs, camera management servers and applications, video monitoring

computer stations and applications, video data storage devices and associated network communications hardware and wiring to provide high quality live video monitoring capabilities for County security staff, as well as storage of recorded video footage for use in investigations and for legal discovery purposes.

Manage projects related to security systems and follow through with vendors to assure County standards are met.

Coordinate and communicate with Technology Services networking, cyber security, systems, and client support staff to collaborate on integrating security solutions within their areas of responsibility; may act as project team lead.

Develop County electronic security equipment standards, maintenance procedures, and repair policies; work with County Technology staff to schedule and manage enterprise-wide security systems data backups; manage ongoing technology replacement and upgrades as required to keep County owned technology up to date with evolving industry standards and best practices.

Recommend and coordinate technological standards for County security access systems, video security monitoring systems, intrusion detection systems and alarm alerting systems in order to provide efficiencies through systems uniformity.

Monitor enterprise wide security system for abnormal performance, failures or unauthorized access, and take required steps to mitigate risks, respond to events, and minimize system downtimes.

Install, repair, and maintain electronic door switches, communications intercoms, touch screen systems, and security computers and software for the County Regional Jail facility to ensure functioning touch screen controlled automated door systems for prison security.

Specify, install, administer, and troubleshoot audio/visual presentation systems, televisions, and video conferencing systems in countywide facilities to provide modern technology for ongoing County meetings, and for video arraignment operations from the Regional Jail to regional courts.

Specify, install, troubleshoot, administer, and support microphones, cameras, presentation screens, projectors, televisions, and audio/visual control systems for County meeting room facilities including the Board of County Commission Chambers to ensure effective technology for conducting County meetings.

Specify, install, troubleshoot, and support television production, video streaming, and video broadcast equipment to supply video broadcasting capabilities for County meetings and to support County Community Relations staff in broadcasting other video content.

Plan and implement cable television distribution wiring within County facilities, install televisions, and coordinate with contracted cable providers to install cable TV services to provide TV content to various County departments.

Meet with vendors and other staff to preview and research new products; maintain current information and technical skills in order to serve as a resource to users and staff, agencies, and vendor representatives.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance (These may be acquired on the job and are needed to perform the work assigned)

Knowledge of:

Department and countywide policies, procedures, and technology standards.

Touch screen security systems and prison security door systems.

Television video production and video streaming technologies.

Networking systems.

Desktop PC and Windows operating systems.

Ability to:

Participate in division projects related to assigned responsibilities.

Maintain effective working relationships with all those contacted in the course of work.

Work with autonomy.

Work as team lead on assigned projects.

Entry Level (Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)

Knowledge of:

Project management techniques.

Electronics and security integration software.

Video and audio wiring principles.

Security systems wiring principles.

Security camera system operations and administration.

Audio video security surveillance systems and NVRs.

Door controller hardware and wiring.

RAID Levels and management of large RAID storage devices.

Ability to:

Propose project plans and systems integration with new technology rollout.

Analyze complex system performance and security issues.

Proactively prevent and analyze problems and take appropriate immediate action.

Assist in problem resolution and technical troubleshooting when field support is needed.

Write reports, prioritize projects, and handle multiple tasks concurrently.

Work directly with vendors to schedule and perform installation and maintenance tasks.

Read and understand engineering drawings, blueprints, and associated building information.

Maintain awareness of current industry product offerings and research new emerging technologies.

Communicate effectively, both orally and in writing, to both technical and non-technical audiences.

Act with integrity; exercise appropriate discretion and maintain confidentiality of information.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Applicants will be required to pass an extensive and detailed background investigation.

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, and kneel. Ability to climb scaffolding, and ladders. Ability to crawl in confined spaces. Ability to lift and move objects weighing up to 65 lbs. Ability to use spectrum analyzers, oscilloscopes, signal generators, volt meters, amp-meters, phone line analyzers, hand tools, and materials and equipment used in maintenance and repair assignments. Ability to work in a standard office environment. Ability to work under conditions involving exposure to electrical energy, noise, dust, grease, and chemicals. Ability to work around machinery with moving parts. Ability to work outside in various types of weather and in an office environment.

Washoe County Technology Services employees may be called to work to assist during a disaster or emergency.

Must be willing to attend and provide support to regularly scheduled evening meetings, and work in an on-call basis on evenings and weekends.

This class specification is used for classification, recruitment and examination purposes. It is not considered a substitute for work performance standards.