

CLASS TITLE: PUBLIC FACILITIES ELECTRONIC SECURITY COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under direction coordinates and supervises the work of contract personnel in the installation, maintenance and operation of electronic security systems for the City of Tulsa (COT) and other related assigned duties.

ESSENTIAL TASKS:

- Coordinates security 24 hours, 7 days per week for critical City of Tulsa assets and other public facilities to ensure related EPA guidelines
- Directs, supervises, coordinates or actively participates in designing, engineering, installation, implementation, programming, configuration, testing, maintenance, repair and operation of electronic security systems and related equipment, including Closed Circuit TV, burglar/panic/fire alarms, telecommunications, public address, access control and various other systems
- Coordinates projects with engineers, architects and contractors, attending all end user meetings and inspects electrical/mechanical and electronic design blueprints and monitors, evaluates and documents progress on current, completed and future security construction projects and maintains documentation
- Assists in planning, projecting and preparation of COT's security operations budget, providing detailed reports
- Plans, develops, oversees and enforces policies and procedures concerning security and safety, ensuring enforcement of City rules and regulations
- Performs needs assessment and makes recommendations for modifications or addition to current electronic security and related systems to improve operating techniques and related actions to maximize efficiency
- Researches, tests, evaluates and assesses new electronic security equipment/software and related products
- Creates safety or training videos or instructional/procedural documents for end users and provides system training
- Maintains and updates records, video and photo archives in a central, secure database, providing sworn testimony and supporting documentation in courts/hearings
- Administers the City's critical infrastructure facilities' security systems, managing, supporting and maintaining security systems, resources/manuals, various inventories and equipment to ensure the protection of the City's employees/citizens and the security of its assets
- Assists each department/tenant in the planning phase and participates in creating, adding new or modifying current security level control needs, keeping staff and end users advised on project status
- Performs initial triage and repair on out of warranty system components
- Acts as liaison with law enforcement/public safety agencies and other departments/tenants regarding various security functions and system design
- Performs initial and reoccurring background checks, approving/denying facility access to employees/vendors/contractors working in secure areas in compliance with Homeland Security audit findings, overseeing and participating in monitoring Closed Circuit Television (CCTV) surveillance and access control equipment and maintains various confidential files, audits, City and tenant /employee security records for accuracy
- Conducts approved internal investigations to include documenting incidents, preparing reports, testifying in court and participating in pre-term and civil service hearings
- May act as first responder to fire, smoke, intrusion or panic alarms, investigating suspicious activities
- Supervises the work of the security department's locksmith and contract access control badging officers, instructing and certifying firearm qualifications for security guards and may instruct Private Security Continuing Education classes
- Performs security details for elected officials, maintaining current armed security guard/private investigator's license
- Acts as Security Manager's representative at the Emergency Operations Center, attending various planning, projection, budget and purchasing meetings as needed
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in electronics engineering or criminal justice or a related field and five (5) years of progressively responsible experience in personnel/facility security or commissioned law enforcement; or graduation from high school or possession of a General Education Development (GED) Certificate and eight (8) years specific job related experience in personnel/facility electronic security; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of security principles, practices and techniques; considerable knowledge of configuration, installation, repair and basic programming of pc based and electronic security equipment/systems; considerable knowledge in the use of MS Office Program Suite, AutoCAD Reader, Adobe Acrobat full video editing and enhancement software; good knowledge of security and crime related regulations, ordinances and laws and private investigation procedures; good knowledge of the appropriate safety procedures; and good knowledge of video creation, specialized equipment and related documentation/report writing. Ability to supervise the work of contract personnel and coordinate multiple projects; ability to establish and maintain effective working relationships with employees, members of the general public, elected City officials and local, state and federal law enforcement agents; ability to understand and interpret ordinances, laws and other operating procedures; ability to demonstrate safe, prudent and competent use of a sidearm; ability to remain calm in emergency situations; ability to communicate in noisy, hazardous or stressful situations; ability to make split second decisions; ability to safely operate motor vehicles and electronic communication devices; ability to respond appropriately to emergency situations; ability to cope with problematic situations firmly, tactfully and courteously; ability to analyze data information, provide pertinent reports and keep confidential information; ability to maintain precise records and assist in security operations' budget; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, telephone; occasional lifting and carrying up to 60 pounds; able to work at elevations up to 700 feet and on a ladder up to 32 feet; may be subject to sitting for extended periods of time, physical strength and stamina to chase and subdue fleeing persons and arrest suspects and to rescue victims; sufficient hand-eye coordination and position mobility in the ankles, knees, hips and back for proficiency standard requirement and positions with both the "gun" and "non-gun" hand; and vision, speech and hearing to perform the essential duties.

Licenses and Certificates: Possession of a valid Class "D" Oklahoma Operator's License; C.L.E.E.T. Certified Armed Security Guard and Private Investigator and Access Control/Closed Circuit Television (CCTV)/Locksmith/Manager Licenses.

WORKING ENVIRONMENT: Working environment is indoors/outdoors in all weather conditions; requires use of telephone and other office equipment.

Class Code: 3527

EEO Code: N-03

Pay Code: AT-36

Group: Public Safety

Series: Public Safety Technical

Effective Date: February 23, 2012