

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

MANAGER, SAFETY, SECURITY & EMERGENCY MANAGEMENT

SALARY SCHEDULE: ADMINISTRATIVE – [G] E

COST CENTER: SAFETY, SECURITY & EMERGENCY MANAGEMENT (9035)

QUALIFICATIONS:

- (1) High School Diploma or equivalent, associate or higher degree in criminal justice or related field preferred.
- (2) Minimum of five (5) years successful management/leadership experience, preferably in a school environment.
- (3) Minimum of six (6) years successful management experience in the field of safety and security.
- (4) Demonstrated ability to successfully assess and apply best practices and current technologies in safety and security.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledgeable of statutory and regulatory and technical requirements in areas of responsibility. Ability to supervise people. Ability to make decisions based on relevant information. Ability to balance several job functions at one time. The ability to work cooperatively with other District departments and outside agencies. Proficient in emergency management/crisis planning principles, security camera systems, central station alarms, access control systems and two-way radio systems. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Director, Safety, Security & Emergency Management

JOB GOAL

To provide for the safety and security and assist in providing services that protect students, staff, and District property. To develop and maintain systems and programs that mitigates risks and delivers enterprise-wide value through security. To provide technical oversight of integrated security system solutions, crisis management and technical support for the District.

SUPERVISES:

Security Analysts
 Security Systems Network Engineer
 Security Systems Specialist
 Security System Lead Technician
 Security System Technicians
 Central Security Monitors
 Inventory Control Technician
 Inventory Accountant
 Locksmith personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Assists the Director to develop and oversee the District's capital budget associated with security services and functions.

School Board Approved – August 21, 2012 – Revised – October 20, 2015 – Revised February 21, 2018

MANAGER, SAFETY, SECURITY & EMERGENCY MANAGEMENT (Continued)

- * (2) Responsible for all security operations and service levels for all security alarm systems (fire, intrusion, hold-up, freezers, coolers) central station alarm monitoring and dispatch services.
- * (3) Responsible for developing and implementing standards, procedures and processes for school and district-level crisis response plans, serving as backup emergency operations official for the District.
- * (4) Responsible for all employee, substitute employee, contractor, student, and visitor identification systems.
- * (5) Responsible for the day-to-day operations and technical support of all school and district 700/800MHz (inter-governmental) two-way radio system operations.
- * (6) Plans and manages support of new technologies (including wireless security, IP based systems, and integrated solutions) ensuring security performance, accountability, and reliability.
- * (7) Oversees and coordinates the Operations & [Security] Communications Center and its 24/7/365 staffing and technical operations.
- * (8) Serves as the backup to the Director of [School] Safety, Security & Emergency Management in his/her absence and acts as a liaison with public safety authorities and school resource officers on all matters affecting school security.
- * (9) Assist with emergency shelter operations.
- * (10) Work in collaboration with and in a professional relationship with the County's 911 Communications Center and the Office of Public Safety Communications.
- * (11) Plans for human resources, equipment procurement, electrical power, cable requirements, and code compliance for all security systems.
- * (12) Coordinates safety and security grant and alternative funding resources.
- * (13) Insures all incidents, work orders, and service requests are completed, documented, and communicated in a professional and timely manner [based on approved metrics].
- * (14) Insures infrastructure hardware and software is updated according to supporting vendor, providing a stable, salable, and reliable central station operation and security enterprise.
- * (15) Manages the security operations infrastructure to ensure the integrity of data information as it applies to School Board, State and Federal laws and guidelines.
- * (16) Reviews vendor services as they apply to the production environment.
- * (17) Disseminate information and current research to appropriate personnel.
- * (18) Keep well informed about current trends and best practices in areas of responsibility.
- * (19) Assist with developing and coordinating cooperative agreements, interagency agreements, and contract with other agencies.
- * (20) Manages project timelines so strategic milestones are achieved.
- * (21) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (22) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (23) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action to include mentoring and coaching so each staff member can reach individual goals.
- * (24) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (25) Serve on District, state or community councils or committees as assigned or appropriate.
- * (26) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- * (27) Perform other incidental tasks consistent with the goals and objectives of this position.

MANAGER, SAFETY, SECURITY & EMERGENCY MANAGEMENT (Continued)

- *(28) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

- *(29) Sustained focus and attention to detail for extended periods of time.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 10

*Essential Performance Responsibilities