

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### MANAGER, SAFETY AND SECURITY

**SALARY SCHEDULE: ADMINISTRATIVE – G**

**COST CENTER: SAFETY AND SECURITY (9035)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (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 and Security

#### 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 programs that mitigates risks and delivers enterprise-wide value through security. To provide technical support regarding integrated security solutions, crisis management and their technical support for the District.

**SUPERVISES:**

Security System Lead Technician  
 Security System Technicians  
 Central Security Monitors  
 Inventory control Technician  
 Inventory Accountant

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Responsible for all security operations and service levels for all central station security alarm (fire, intrusion, hold-up, freezers, coolers) monitoring and dispatch services.
- \* (2) 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.
- \* (3) Responsible for all employee, substitute employee, contractor, student, and visitor identification systems.
- \* (4) Responsible for the day-to-day operations of all school and district 700/800MHz (inter-governmental) two-way radio system operations.

## **MANAGER, SAFETY AND SECURITY (Continued)**

- \* (5) Plans and manages support of new technologies (including wireless security, IP based systems, and integrated solutions) ensuring security performance, accountability, and reliability.
- \* (6) Oversees and coordinates the Security Communications Center and it's 24/7 staffing operations.
- \* (7) Serves as the backup to the Director of School Safety & Security in his/her absence and acts as a liaison with public safety authorities and school resource officers on all matters affecting school security.
- \* (8) Assist with emergency shelter operations.
- \* (9) Work in collaboration with and in a professional relationship with the County's 911 Communications Center and the Office of Public Safety Communications.
- \*(10) Plans for human resources, equipment procurement, electrical power, cable requirements, and code compliance for all security systems.
- \*(11) Coordinates safety and security grant and alternative funding resources.
- \*(12) Insures all incidents, work orders, and service requests are completed, documented, and communicated based on approved metrics.
- \*(13) Insures infrastructure hardware and software is updated according to supporting vendor, providing a stable, salable, and reliable central station operation and security enterprise.
- \*(14) Manages the security operations infrastructure to ensure the integrity of data information as it applies to School Board, State and Federal laws and guidelines
- \*(15) Reviews vendor services as they apply to the production environment.
- \*(16) Disseminate information and current research to appropriate personnel.
- \*(17) Keep well informed about current trends and best practices in areas of responsibility.
- \*(18) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \*(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) Maintain a network of peer contacts through professional organizations.
- \*(23) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \*(24) 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.
- \*(25) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \*(26) Serve on District, state or community councils or committees as assigned or appropriate.
- \*(27) Represent consistently the District in a positive and professional manner.
- \*(28) Provide leadership and direction for the assigned areas of responsibility.
- \*(29) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- \*(30) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \*(31) Exercise proactive leadership in promoting the vision and mission of the District.
- \*(32) Set high standards and expectations for self and others.
- \*(33) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(34) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \*(35) Perform other incidental tasks consistent with the goals and objectives of this position.

### **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.

**MANAGER, SAFETY AND SECURITY (Continued)**

**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