

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

CENTRAL SECURITY MONITOR

SALARY SCHEDULE: [M1] SSP8

COST CENTER: TELECOMMUNICATIONS [AND NETWORK SYSTEMS] (9060)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of two (2) years experience in security monitoring or emergency dispatching services.
- (3) Minimal typing and keyboarding experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Positive people skills. Skills in organization and time management. Possess computer literacy skills. Analytical thinking skills. Ability to prioritize. Ability to work alone. Ability to manage multiple tasks simultaneously. Ability to effectively communicate , [both orally and in writing.] with supervisor, associate employees, contractors, vendors, school employees and the public.

REPORTS TO:

[Communications] Telecommunications and Security Support Manager

JOB GOAL

To provide a safe and secure environment for School District personnel and protect School District facilities and equipment through careful monitoring [and quick response.] of security and plant automation systems.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Due to the critical nature of this job work hour and shift adjustments may be required, and Board approved paid and non-paid holidays may not follow the published calendar.
- *(2) Assists with processing telephone account modifications and invoices.
- *(3) Assists with processing facility management system data.
- [*(1)]*(4) Monitor security, [/] fire alarm, and voice communication systems.
- [*(2)]*(5) Analyze situations immediately and take the appropriate action.
- [*(3)]*(6) Make sure the proper authorities are advised of emergencies as discovered through monitoring devices.
- [*(4)]*(7) Be alert to impending disasters; such as, storms.
- [*(5)]*(8) Serve as central communications point for emergencies and disasters.
- [*(6)]*(9) Maintain appropriate records on all activities of the center.
- [*(7)]*(10) Serve as bus dispatcher after hours as required.
- [*(8)]*(11) Be detail-oriented in receiving information and dispatching information.
- [*(9)]*(12) Demonstrate initiative in the performance of assigned responsibilities.
- [*(10)]*(13) Provide for a safe and secure workplace.
- [*(11)]*(14) Model and maintain high ethical standards.
- [*(12)]*(15) Follow attendance, punctuality and proper dress rules.
- [*(13)]*(16) Maintain confidentiality regarding school matters.
- [*(14)]*(17) Maintain positive relationships with staff.
- [*(15)]*(18) Participate in workshops and training sessions as required.

SECURITY MONITOR (Continued)

- [*(16)]*(19)Keep supervisor informed of potential problems or unusual events.
- [*(17)]*(20)Respond to inquiries or concerns in a timely manner.
- [*(18)]*(21)Prepare all required reports and maintain all appropriate records.
- [*(19)]*(22)Follow all School Board policies, rules and regulations.
- [*(20)]*(23)Exhibit interpersonal skills to work as an effective team member.
- [*(21)]*(24)Demonstrate support for the School District and its goals and priorities.
- [(22)] *(25)Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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. 05

*Essential Performance Responsibilities