

TOWNSHIP OF UNION PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: IT Security Physical and Operations Manager

JOB GOALS: To maintain current or higher level of installation performance for district projects while saving approximately 50% of installation costs. Installation, maintenance and repair of physical security systems for the school district including the supervision of physical security projects. At the end of the 2021-2022 school year the Director of IT and Operations and IT Security Physical and Operations Manager will do a cost analysis on future and past installation jobs to determine an exact cost analysis.

REPORTS TO: Director of IT and Operations / Asst Superintendent

LOCATION: District-Wide

QUALIFICATIONS:

- Understanding of the district IT network and server systems regarding district security.
- Knowledge in NVRs, door access systems: Honeywell and Sielox, as well as security server systems: Video Insight and Honeywell systems.
- Must possess outstanding organizational and communication skills.
- Must be able to configure and network systems associated with the physical security of the school district.
- Must have a minimum of 5 years experience with security systems and maintenance thereof.
- District may require ongoing professional development

PERFORMANCE RESPONSIBILITIES:

- The installation, configuration of security NVRs, cameras and monitoring of physical security projects done after school hours.
- Supervise and train the IT Physical Security and Operation Technician with the Director of IT and Operations

- Will provide assistance in ensuring the district physical security systems are maintained which includes but is not limited to door access systems, security cameras, NVR server devices, burglar alarms and any duties required of the school district to maintain the safety and security of the students, staff and administrators of the schools district.
- Must be able to maintain confidentiality regarding the physical security of the schools.
- Will maintain professional and technical knowledge by attending physical security workshops; reviewing professional publications; establishing personal networks.
- Perform other duties as assigned by the Director of Information Technology and/or Asst Superintendent of Schools.

TERMS OF EMPLOYMENT: 12 months (Hours to be determined based on work needed & after contracted hours) Rate of pay to be determined by the Superintendent of Schools.

EVALUATION: Performance of this job will be evaluated in accordance with NJ State Law and the provisions of the Board of Education's policy on evaluations of professional personnel. After the completion of each work order the Director of IT and Operations will review completion and accuracy of job being performed.

APPROVED by TOWNSHIP of PUBLIC SCHOOLS:

Date: _____

REVIEWED AND AGREED BY:

Date: _____