

# TOWNSHIP OF UNION PUBLIC SCHOOLS

## JOB DESCRIPTION

**TITLE:** IT Physical Security and Operations Technician

**JOB GOALS:** Installation, maintenance and repair of physical security systems for the school district.

**REPORTS TO:** Director of IT and Operations / Asst Superintendent

**LOCATION:** District-Wide

**Qualifications:**

- Level 1 understanding of the district IT processes and procedures regarding district security.
- Basic knowledge in NVRs, Security and door access systems.
- Must possess outstanding organizational and communication skills.
- Must be physically able to install security cameras, NVRs and other devices for the district physical security systems.
- Must have a minimum of 2 years of experience with computers systems and maintenance.
- District may require ongoing professional development

**PERFORMANCE RESPONSIBILITIES:**

- The installation, configuration of security NVRs, cameras and maintenance of physical security projects after school hours.
- Will provide assistance in ensuring the district physical security systems are maintained. This 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.

- All aspects of security set-up, installation, data wiring, troubleshooting, service, upgrades, and maintenance.
- 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 the Manager of IT Physical Security and Operations.

**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: \_\_\_\_\_