# **ST. MARY PARISH PUBLIC SCHOOLS**

## **SECURITY AND INFORMATION SYSTEMS TECHNICIAN**

POSITION:

Security and Information Systems Technician

REPORTS TO:

Chief Technology Officer

TERMS OF EMPLOYMENT:

Following the probationary period as set forth in St. Mary Parish School Board policy GBG, terms of employment are 240 days. Funded through ESSER Grant funds. Renewal of the position will continue as long as funding is available.

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule.

QUALIFICATIONS:

1. Must have a high school diploma or equivalent with a certification of related training in computer or electronic maintenance from a Vocational Technical School or comparable training. College degree is a plus.
2. Must possess knowledge of service and repair of computing devices.
3. Must have a working knowledge of current computer operating systems.
4. Must have networking experience with server technologies.
5. Must possess and display good interpersonal skills and a willingness to be a team member.
6. Electronics background would be beneficial.
7. Must be organized, personable, cooperative, and responsive to the needs of the school district.
8. Must maintain confidentiality in all school board matters.
9. Must continue to grow professionally and keep up with technological advances.
10. Must be able to lift and carry 50 pounds infrequently and 35 pounds frequently.
11. Must be able to climb and work off of a ladder.
12. Must pass physical examination, drug screen, and criminal background check.
13. Must possess a valid Louisiana driver’s license.

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA):

Non-Exempt

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the St. Mary Parish Board Policy GBI-Evaluation.

PERFORMANCE RESPONSIBILITIES:

1. Perform skilled technical work in the installation, testing, maintenance, repair, modification of closed-circuit television (CCTV) and security systems hardware and software
2. Testing security systems hardware and correcting malfunctions to restore the conformance of the equipment to established standards; working with data, alarm, and monitoring circuits; installing and relocating security systems equipment; conducting research and analyzing test measurements; and assisting in designing security systems within school facilities
3. Evaluating present systems and recommending system expansion, modification, and replacement.
4. Diagnose or troubleshoot problems with computers, computer software, security surveillance, phones, and intercoms, and make or arrange the necessary repairs.
5. Capable of installing electronic equipment, computer systems, security cameras, phones, and intercoms, and all associated wiring and networking and are maintained and operated properly.
6. Exercise preventative maintenance on computer software, security surveillance, phones, intercoms, fire alarms, burglar alarms security surveillance systems as directed by the Chief Technology Officer.
7. Develop, maintain, and revise an inventory database for all surveillance systems including hardware and software information.
8. Responsible for the completion of work orders authorized by the Chief Technology Officer.
9. Able to sit in front of a bank of screens, viewing, monitoring, and recording video from surveillance cameras as requested.
10. Provide video footage to superintendent, administrator or designee, law enforcement as requested for any anti-social behavior.
11. Able to serve as a witness and provide evidence in a court of law as necessary.
12. Maintain tools, equipment, and vehicle in a good/safe operating condition.
13. Perform duties in a safe manner to insure the prevention of injuries.
14. Comprehends and makes inferences from blueprints, equipment specifications, schematic drawings, and technical instructions regarding security systems and equipment.
15. Use established methods for checking warranty of equipment before repairs are done.
16. Maintain inventory of parts and supplies needed for equipment repairs.
17. Provide training to administrators and staff on correct operation and simple maintenance of security surveillance, phones, and intercoms.
18. Promote high standards of safety and good housekeeping methods in all work-connected areas.
19. Be knowledgeable of the St. Mary Parish Policies and Procedures Handbook.
20. Performs other duties as assigned by the Chief Technology Officer, Superintendent and or designee.

QUALIFICATIONS:The Security and Information Systems Technician must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the Security and Information Systems Technician is frequently required to stand, walk, speak, hear, and sometimes sit. The Security and Information Systems Technician may occasionally push or lift up to 50 lbs., such as boxes of materials. Distinguishes colors to identify color-coded cable, wiring, and electronic components that use standard industry color codes The Security and Information Systems Technician is frequently exposed to a work environment noise level, which is moderate to loud. The Security and Information Systems Technician must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The Security and Information Systems Technician must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and not considered an exhaustive list of duties performed for this position. The St. Mary Parish School Board reserves the right to change this description at its discretion.

**The signature and date indicate the undersigned has received access to an electronic or hard copy version of the job description and the St. Mary Parish Personnel Evaluation Plan and understands the duties and responsibilities required.**

**SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**