

# ST. MARY'S COUNTY PUBLIC SCHOOLS NON-CERTIFICATED POSITION DESCRIPTION

## PROJECT COORDINATOR I – Safety and Security (Investigations and Physical Security)

**POSITION:** Project Coordinator I – Safety and Security (Investigations & Physical Security)

**REPORTS TO:** Director of Safety and Security

**LOCATION:** Department of Safety and Security

### NATURE OF WORK:

The Project Coordinator for investigations and physical security infrastructure coordinates daily with the Director of Safety and Security and the School Safety Coordinator to provide technical, logistical, and analytical support for all aspects of the department's responsibilities in maintaining safe and orderly environments at all schools and office sites. This is a highly skilled position providing support for the planning, implementation, daily operation, and maintenance of security system infrastructure, and the planning, response, and investigation of incidents and emergency events occurring at all school and office sites.

### ESSENTIAL FUNCTIONS:

- Provide technical and analytical support for all departmental responsibilities relating directly to maintaining a safe and orderly environment at all schools and office sites;
- Project coordination of new installations and maintenance of physical security systems infrastructure, supporting hardware, and software;
- Coordinates and collates systemic data to support effective analysis, implementation, and support of security measures and investigations;
- Provides technical support for the maintenance and operation of security camera systems, access control systems, building management systems (BAM); electronic door monitoring and alarm systems, radio systems, and campus communication systems;
- Coordinates logistical support for school related investigations involving student conduct and discipline, criminal activities, and employee misconduct investigations; and
- Coordinates logistical support during school emergency response events
- PHYSICAL REQUIREMENTS:
  - Must be able to perform duties in all types of weather conditions and be able to sit, stand, reach, and walk for an undetermined length of time. Must be able to intervene in physical altercations occurring on campus and assist in the de-escalation and the restraint of students, as needed.
- CERTIFICATION/LICENSE REQUIREMENTS:
  - Must be able to obtain and maintain certification in de-escalation and restraint;
  - Must be able to obtain and maintain certification in cardiopulmonary resuscitation (CPR) and first aid; and
  - Must have and maintain a valid driver's license with no more than the equivalent of four (4) points in the State of Maryland.

### DUTIES AND RESPONSIBILITIES:

- Coordinates and ensures completion of new installations of security systems infrastructure verifying functionality within established parameters;
- Documents technical processes and organizational guidelines for the Department;
- Responsible for the development of system specification analysis and cost estimates for the deployment, alteration, repair, and maintenance of new and existing security system infrastructure and equipment;

- Works with vendors to determine system selections based on price, technical functionality; and support;
- Coordinates the installation, maintenance, and repair of all identified security systems;
- Coordinates installation, maintenance, and repair of security system hardware and software;
- Creates data reports and analytical evaluations pertaining to the operation of systems;
- Assist and support the department in completing school related investigations including student conduct and discipline, criminal activities, and confidential investigations;
- Assist and support the department in responding to school emergency events;
- Coordinates the collection of security camera video footage in a timely manner to support response to school and law enforcement investigations;
- Coordinates response to subpoenas, summons, and other legal requests related to obtaining records in support of investigations;
- Coordinates the maintenance of an electronic centralized reporting system for schools to report fire, emergency medical service, and police activities occurring at all sites;
- Coordinates the maintenance of a systemic emergency response reporting website, gathering relevant school emergency preparedness data and required school drill reporting data;
- Coordinates elevated parent concerns with the Office of the Deputy Superintendent;
- Coordinates emergency radios, radio tests and work with local county government officials for testing compliance;
- Coordinates and approve access for authorized administrators requiring access to security camera software;
- Coordinates workflow for requests for security system maintenance and repair from all SMCPs sites via the established helpdesk;
- Assist with coordinating public information and media communication efforts with law enforcement and other allied response agencies;
- Report as needed after-hours for unexpected emergency events and investigations assisting with coordination with law enforcement, allied response agencies, and senior school system administration;
- Maintain confidential employee records using established digital management filing systems;
- Meets with and prepares reports for all levels of management;
- Makes presentations to stakeholder groups relative to all aspects of school safety and security
- Attend all professional development training and other meetings as assigned; and
- Performs any duties and other responsibilities as assigned.

#### QUALIFICATIONS:

- Associates Degree or a minimum of 60 credit hours documented in transcript in Criminal Justice or related field required;
- Five years or more experience in criminal justice or related security field required;
- Evidence of prior or current certification as a law enforcement officer, comparable to the standards of the Maryland Police and Correctional Training Commission required;
- Strong organizational skills that reflect the ability to perform and prioritize multiple task seamlessly with excellent attention to detail;
- Demonstrated experience working in computer networks, and related troubleshooting;
- Experience in gathering data and interpreting data;
- Excellent human relations and communications skills; and
- Ability to communicate effectively both orally and in writing.
- Applicants with current security industry-recognized certifications are preferred.

#### TERM OF EMPLOYMENT:

Full-time twelve-month position.

#### SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 29.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP