



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Electronic Specialist Head**  
Job Family: **Security**  
Prepared/Revised Date: **January 12, 2024**

FLSA Status: **Non-Exempt**  
Pay Range: **SY35H**  
Job Code: **62310**

**SUMMARY:** Responsible for programming, monitoring, installing, testing, inspecting, diagnosing, and repairing building security systems for access control, intrusion, and surveillance, and other integrated systems as required. Project manage upgrades, add-ons, and maintenance. Work independently under the direction of the Director of Safety & Security. Direct and guide the work of other Electronic Specialists in the Security Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Program district-wide security, access control, and video systems. Monitor video server usage, upgrade firmware, and maintain IT provided IP reservations on all surveillance devices.	D	30%
2. Prioritize and coordinate installation, management, and maintenance of all electronic security systems throughout district including intrusion, access control, video surveillance, and other integrated systems as required. Read and implement job specifications from design plans. Install, test, monitor, troubleshoot, diagnose, and repair district-wide electronic security systems. Use district work order system to track and schedule.	D	21%
3. Collaborate with site administrators on new security requests. Design, develop estimates, and schedule security projects. Coordinate with district staff, contractors, vendors, and service providers on security installations for new and remodel construction. Select equipment and placement of security devices.	D	15%
4. Manage and maintain district wide access control system scheduling. Work with administrators to develop daily access control schedules as well as holidays and school out/staff workdays. Make immediate schedule changes due weather-related or other emergency cancellations or delays.	D	10%
5. Coordinate all security system access ID badges with the Security Department Office Manager for district employees and other authorized personnel.	D	5%
6. Direct, guide, and train Electronic Specialists on all electronic systems.	D	5%
7. Schedule and track repairs through district work order system.	D	2%
8. Attend work and arrive in a timely manner.	D	1%
9. Coordinate with alarm monitoring vendors to maintain accurate dispatch instructions. Review alarm activity and assign necessary repairs to security technicians. Work with Director of Safety & Security to manage and maintain monitoring contracts and relationships.	W	1%
10. Manage orders and maintain stock of repair parts and supplies. Work with vendors for warranties and repairs of defective security equipment.	W	1%
11. Manage after hours on-call rotation including scheduling, reviewing logs, and following up on related issues. Provide 24-hour on-call assistance for security related issues.	W	1%
12. Provide written design specifications and/or bidding procedures for contractors and other district departments.	W	1%



13. Maintain accurate records of all district security systems and associated programs. Update graphical drawings and educational guides.	W	1%
14. Manage and monitor contractors with installation and upgrades of district security, access control, and security video systems in new construction. Provide technical assistance to project engineers, architects, and district project managers.	M	1%
15. Assist in development of new, additional, and remodels of security projects and systems. Work with the Director of Safety & Security to establish long range planning.	M	1%
16. Ensure School Dude ticketing system requests are complete during the office manager's absence.	M	1%
17. Keep up to date on industry trends and changes. Take additional training on software as necessary.	A	1%
18. Respond as essential personnel in case of an emergency, weather, or environmental event and/or school/facility/district closure.	A	1%
19. Perform other duties as assigned.	ongoing	1%
	<b>TOTAL=</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Associate's degree or two-year college certificate, journeyman's license, vocational/technical program, or two years of formal schooling or training required
- At least five years of experience in low voltage wiring and additional experience working on low voltage security equipment
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Electronic Security Association (ESA) Certified Alarm Technician Level 1 or equivalent
- Manufacturer training and certification on district access control systems
- Manufacturer training and certification on district CCTV/Surveillance systems
- Manufacturer training and certification on district intrusion systems
- Criminal background check required for hire
- Valid Colorado Driver's License
- Must meet District driver insurability requirements

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to be on call and/or respond to calls 24/7
- Knowledge of building codes related to low voltage cabling
- Knowledge of data networks and computer systems
- Ability to proofread specifications, diagrams, and blueprints
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence



- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Ability to use a wide assortment of hand and electrical tools

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

		<b># of EMPLOYEES</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds		X		

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare		X		
Analyze		X		
Communicate		X		
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize	X			
Evaluate		X		



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Interpersonal Skills		X		
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	