



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Security Manager**  
 Job Family: **Security**  
 Prepared/Revised Date: **April 25, 2017**

FLSA Status: **Exempt**  
 Pay Range: **OP60Y**  
 Job Code: **35708**

**SUMMARY:** Manage and coordinate Poudre School District Security Department, including School Resource Officer Program, Campus Security Office Program, and all budgetary and operational aspects of District-wide security, access control, and video systems. Manage and coordinate all crisis response procedures.

**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. Coordinate installation and management of all electronic security throughout district.	D	15%
2. Oversee School Resource Officer program.	D	10%
3. Coordinate with law enforcement agencies regarding criminal activities, investigations and arrest reports, and district alerts.	D	5%
4. Supervise, train, and evaluate security staff.	D	5%
5. Coordinate all security system access and ID badges for district employees.	D	5%
6. Oversee all operations of district Campus Security Officers.	D	5%
7. Track local, state, and federal legislation regarding school security and crisis management to ensure district compliance.	D	4%
8. Attend work and arrive in a timely manner.	D	1%
9. Consult with, design, develop estimates, and schedule security projects.	W	20%
10. Develop and control district security budgets.	W	10%
11. Oversee and review district crisis response procedures on an ongoing basis.	W	5%
12. Coordinate with alarm monitoring vendors to maintain accurate dispatching.	W	2%
13. Participate in building security assessments.	M	2%
14. Train district staff, including teachers and principals, on security system, access system, and video system usage.	A	2%
15. Perform other duties as assigned.	Ongoing	9%
	<b>TOTAL=</b>	<b>100%</b>

#### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in Business, Industrial Science, Business Management, or related field
- More than five years of experience in related field
- Equivalent combination of education and experience acceptable

#### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado Driver's License



**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations 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 diffuse and manage volatile and stressful situations
- Ability and willingness to be on call and/or respond to calls 24/7
- Knowledge of existing laws related to security and CCTV system usage
- Knowledge of NIMS/ICS and crisis management skills
- Ability to read schematics, blue prints, plans, and proofread specs and diagrams
- Excellent project organization and management skills
- Knowledge of energy and technical systems installation
- Electrical and mechanical development skills
- Ability to be a part of and work with a team
- Knowledge of Poudre School District’s policies and procedures
- Complete required training including FEMA IS–100 (Introduction to Incident Command) and FEMA IS–700 (Introduction to the National Incident Management System)
- 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, Superintendent policies, 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.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>SECURITY MANAGER</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	This job has direct supervisory responsibilities.	4

- Responsible for assisting with: interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems

**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	



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute	X			
Synthesize	X			
Evaluate				
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)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	



<b>VISION DEMANDS:</b>	<b>Required</b>
Ability to adjust focus	

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	