



**Job Title:**                **Security Specialist**

## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:**            Nonexempt  
**Reports to:**             Appropriate Supervisor or Designee  
**Supervises:**           Appropriate Staff as required  
**Pay Grade:**             Professional – 17

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

## **JOB SUMMARY**

The purpose of this position is to support strategies to enhance the security function of the District, and assist with confidential records management and data input.

## **ESSENTIAL JOB FUNCTIONS**

- Monitors and controls visitor access to facilities by verifying that only authorized personnel can enter/remain in authorized areas while guarding against fire, theft, vandalism, and damage of District property.
- Logs in all visitors; notifies appropriate personnel, and directs visitors to appropriate offices.
- Responds calmly in dangerous or potential crisis situations.
- Maintains a high visible profile in facility or assigned area to safeguard District property, maintain the safety of District employees and visitors, and monitor public movement in the area.
- Monitors all personnel and District records-handling activities to ensure full compliance with applicable statutes, regulations, District policies, and departmental procedures relating to proper personnel records custodial care, including security and confidentiality requirements.
- Checks in mail, packages, courier, and deliveries as well as sorts and assembles documents for distribution to District schools and departments.
- Verifies and monitors workflow for adherence to standards and policies.
- Provides input to proposed new programs, policies, and procedures.
- Processes and inputs information concerning, certification, leaves of absence, and other personnel records-related data.
- Coordinates contracts with service providers.
- Communicates effectively with staff, public, and vendors.
- Works with principals and school staffs, District staff, vendors, and the general public to provide services and materials.
- Responds to inquiries or concerns in a timely manner.
- Keeps immediate supervisor informed of potential problems or unusual events.
- Demonstrates initiative in the performance of assigned responsibilities.

- Provides for a safe and secure workplace.
- Models and maintains high ethical standards.
- Follows attendance, punctuality, and proper dress rules.
- Maintains confidentiality regarding work matters.
- Maintains positive relationships with staff and vendors.
- Participates in workshops and training sessions as required.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Maintains expertise in assigned area to fulfill goals and objectives.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Promotes and supports professional growth for self and others.
- Prepares all required reports and maintains appropriate records.
- Represents, consistently, the District in a positive and professional manner.
- Follows all School Board policies and Florida Statutes as they relate to this position.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- High school diploma or equivalent; Associate degree or higher desired.
- Three (3) or more years of successful experience in a personnel administration, records management, military, or law enforcement experience.
- Demonstrated knowledge of personnel records-related information and/or knowledge of basic security function and operations.
- Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.
- Demonstrated knowledge of legal statutes and regulations pertaining to personnel records-related information and retention, and security functions.
- Any combination of education, training, and experience which provide the required knowledge, skills, and abilities to perform the essential functions of the job.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of and ability to use a personal computer and software.
- Requires the ability to communicate with school personnel, District employees, and public in a professional manner.
- Requires the ability to display effective oral and communication skills.
- Requires the ability to display knowledge of and ability to read and interpret applicable statutes, rules, and policies.
- Requires the ability to manager people in confrontational situations.
- Requires the ability to work independently, organize, manage time, and prioritize duties.
- Requires the ability to display possession of good interpersonal skills with the ability to manage first contact security operations.

**PHYSICAL DEMANDS**

Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**