



Job Title: Security/Safety Program 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: Educational Support – 16

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to perform highly responsible, specialized clerical and technical duties in regard to general office management and coordination of functions necessary for operation of security and safety programs and processes.

ESSENTIAL JOB FUNCTIONS

- Assesses, sets up, monitors, manages, troubleshoots, and trains with the S2 Enterprise access control system.
- Programs technical controllers, readers, switches, users, upon setup, repair, and maintenance with the S2 Enterprise access control system.
- Coordinates assignments and office priorities to meet and maintain critical deadlines.
- Coordinates functions associated with assessing of backgrounds and legitimacy of employees, vendors, contractors, student teachers, and not-for-profit organizations.
- Manages and verifies applications and documents; Inputs data into systems, issues identification badges and security rights.
- Maintains confidential files on existing employees and vendors.
- Maintains a data base of personnel, staffing, employee data, etc.; Updates data according to personnel changes, i.e., transfers, hires, etc.
- Accesses county, state, and federal computer databases, as well as court records for criminal justice information regarding background checks.
- Reviews and interprets court, FDLE, FBI, and FCIC/NCIC criminal history reports and relays findings to appropriate staff for action.
- Assists in advising Human Resources in verifying employment information provided by applicants.
- Assists law enforcement agencies on criminal matters and other matters of a sensitive nature as needed.
- Coordinates logistics of electronic key access at various sites; Troubleshooting and training users as needed.
- Receives and screens telephone calls, greets visitors, and provides information requiring a broad knowledge of department/school/program operations, policies, and procedures.

- Receives and screens incoming mail, correspondence, and independently composes and types routine and confidential correspondence or memoranda; May possess authority to sign correspondence and various documents on behalf of administration.
- Maintains fiscal, operating, and activity records and confidential office files; Indexes documents for filing, locates, and periodically purges records.
- Collects associated fees and manages the receipt balancing, deposits, and reconciliation of internal accounts.
- Assists department management with various special projects or programs.
- Assists in establishing work procedures; Recommends, develops, and implements improved procedures or forms for accurate and complete transactions and record maintenance.
- Plans, assigns, and reviews the work of subordinate clerical and secretarial personnel as needed.
- Assists staff with emergency management and response tasks.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Associate Degree.
- Five (5) years of progressively responsible office experience with a minimum of three (3) years under minimal supervision.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Must possess and maintain a valid Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of applicable state and departmental policies, procedures, regulations, rules, and acts governing the processing of personnel actions.
- Requires the ability to display knowledge of business English, spelling, and punctuation.
- Requires the ability to display knowledge of modern office practices and procedures.
- Requires the ability to display knowledge of record keeping methods, practices, and procedures.
- Requires the ability to display knowledge of the use of specified computer applications involving data entry and standard report generation.
- Requires the ability to display knowledge of interpersonal skills necessary to effectively interact with internal staff, administrative officials, and the general public.
- Requires the ability to display a familiarity with basic emergency management guidelines.
- Requires the ability to work in a lead capacity.
- Requires the ability to display knowledge of routine word processing and a familiarity with computer operations.
- Requires the ability to develop effective working methods and procedures.
- Requires the ability to plan, organize, and supervise the work of clerical subordinates.
- Requires the ability to interpret, explain, and apply laws, rules, policies, and regulations.
- Requires the ability to assemble and organize data and prepare reports from such data.
- Requires the ability to meet and deal with the public in an effective, courteous, and cooperative manner

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is frequently required to stand and walk, use hands to finger, handle, or feel, reach with hands or arms, climb or balance, or bend at the waist, and is occasionally required to lift and/or move up to 20 pounds. The work also requires the following physical abilities in order to perform the essential job functions: crouching, grasping, hearing, kneeling, mental acuity, pushing, repetitive motion, speaking, stooping, talking, visual acuity, and walking.

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: