

## LANCASTER COUNTY SECURITY TECHNICIAN

### NATURE OF WORK

This is responsible administrative and technical work coordinating the security operations of designated properties under the management of the Public Building Commission.

Work involves setting up, organizing and administering security operations in designated City and County owned buildings. Supervision is received from an administrative superior.

### EXAMPLES OF WORK PERFORMED

Organizes and administers security operations in designated County & City owned buildings.

Provides project coordination and management of designated projects to ensure completion within proper schedule, budget and specifications.

Operates and maintains complex computer software in support of security operations.

Provides access control user/administrator privileges to the designated LPD security contact and provide support as needed for their shared access control database and video monitoring needs.

Administers and maintains complex electrical components critical to security operations.

Supervises the implementation of security plans in various designated buildings, and monitors the operation of a computer database card access system.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of security operations.

Knowledge of VOIP phone systems and mass notification systems.

Knowledge of electronics, digital systems, computer equipment and interfaces, software systems, electrical equipment maintenance and repair techniques.

Ability to manage, troubleshoot, repair or configure electronic access control systems and panic alarm systems.

Ability to manage surveillance video systems.

Ability to upgrade computer hardware systems and servers in a secure environment.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, supervisors and building occupants.

Ability to work independently within defined policies and procedures.

#### MINIMUM QUALIFICATIONS

Associates degree in electronic systems, computer information, criminal justice or other related security, electrical or computer fields; and four years of experience of a technical nature in the area of security operations or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENT

Successful completion of a security clearance.

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