

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SECURITY ANALYST

SALARY SCHEDULE: SSP- 11

COST CENTER: SAFETY, SECURITY & EMERGENCY MANAGEMENT / 9035

QUALIFICATIONS:

- (1) High School Diploma or equivalent with experience in School Security Systems, Vulnerable and Risk Assessment Methodologies, Terrorist Tactics, Individual, Group and Vehicular Traffic Control Systems, Surveillance Awareness and Incident Command Operations.
- (2) Demonstrated ability to successfully assess and apply best practices and current technologies in safety, security and emergency management.
- (3) Must be able to communicate effectively with diverse groups of people.
- (4) Poses a valid State of Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of statutory, regulatory and technical requirements in areas of responsibility. Ability to make decisions on relevant information and balance several job functions at one time. Familiar in emergency management/crisis planning, security camera systems, central station operation, access control systems and two-way radio systems. Ability to work cooperatively with other District departments and outside agencies. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing.

REPORTS TO:

Director of Safety, Security & Emergency Management / Manager of Safety, Security & Emergency Management

JOB GOAL

To provide for the safety and security and assist in providing services that protect students, staff, and District property. To develop and maintain systems and programs that mitigates risks and delivers enterprise-wide value through security.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Analyze current safety & security policies, practices and responsibilities; identify deficiencies and make recommendations for improvement.
- * (2) Conduct annual physical security evaluations at each District facility. Coordinate with District and on-site staff to increase safety, security & emergency management preparedness.
- * (3) Monitors installation of new security features (fencing/alarms) to ensure compliance.
- * (4) Assists school staff with daily issues regarding safety & security.
- * (5) Install, diagnose, repair and monitor Visitor Management System components.
- * (6) Assist with emergency drills at District schools and facilities.
- * (7) Monitor and evaluate effectiveness of surveillance camera system operations.
- * (8) Assist with presentation of safety, security and emergency management related training.
- * (9) Provide support for Security Network Engineer and Security Technicians as required.

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Security Analyst (continued)

- * (10) Use positive, effective interpersonal communication skills.
- * (11) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- * (12) Participate in workshops and trainings to update skills.
- * (13) Keep Supervisor informed of potential problems or unusual events
- * (14) Respond to inquiries and concerns in a timely manner.
- * (15) Prepare all required reports, daily logs and maintain all appropriate records.
- * (16) Follow all School Board policies and department policies and procedures.
- * (17) Exhibit interpersonal skills to work as an effective team member.
- * (18) Demonstrate support for the School District mission and its goals and priorities.
- (19) Conduct oneself in the best interest of the District, in accordance with the highest traditions of public education.
- (20) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 10

*Essential Performance Responsibilities