



SECURITY & EMERGENCY MANAGEMENT (SEM) LEAD COORDINATOR

Job Code: 276SEM
Bargaining Unit: AFSCME
Effective: 3/4/2013

Position Summary

The SEM Lead Coordinator provides integrated security system management and dispatch services as well as engages in program level proactive security and emergency management initiatives and programs that provide for a safe and welcome learning environment. The Lead Coordinator maintains appropriate staffing levels in the Emergency Communication Center (ECC) including scheduling time off; maintains employee time records and reports; maintains integrity of all data compiled in ECC, creates reports as appropriate; and maintains accurate updated emergency response and contact lists and procedures.

Supervision Received

Report to the Security and Emergency Management Assistant Manager.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Maintain adequate ECC staffing including scheduling employee time off.

Maintain integrity of all data compiled in the ECC and create reports as appropriate.

Maintain and keep updated all emergency contact lists and procedures.

Perform security system management/dispatch duties as assigned, including:

- Video surveillance.
- Card Access.
- Alarm Systems.
- Emergency Communications.
- Manage response to alarms and/or requests for service.

Act as a resource on security issues for staff throughout the District.

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Responsibilities (continued)

Conduct proactive system audits including:

- Conducting virtual patrol tours of sites, responding to alarms and detecting suspicious activity.
- Conducting security hardware inspections, testing equipment and completing site surveys.
- Collecting security lighting data, and preparing inspection reports related to malfunctioning equipment in need of repair.
- Receiving and coordinating after hours card access requests and responding to issues.

Operate District vehicle to provide mobile/on-site functions.

Work with SEM staff to:

- Conduct crime prevention through environmental design (CPTED) audits of district schools and facilities.
- Monitor and assist with required sited drills and exercises.
- Coordinate SEM assistance in the area of threat assessment.
- Assist in the investigation, location and reunification of lost, truant, or missing students.
- Assist with non-scheduled student transportation that may pose a safety/security risk.

Promote a positive image of the school district at all times.

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Working knowledge of general security and emergency management operations and practices.

Working knowledge of most facets of security and emergency management including threat and bomb threat assessment.

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Knowledge, Skills & Abilities (continued)

Working knowledge of both Incident Command Structure (ICS) and the National Incident Management System (NIMS).

Working knowledge of national, state, and local public safety and emergency management mandates required of schools.

Working knowledge in security assessment and techniques including emergency preparedness planning.

Working knowledge of hazard identification and risk assessment including Crime Prevention through Environmental Design (CPTED).

Working knowledge of security technology including, video surveillance, access control, radio communication (900Mhz, 800Mhz, VHF/UHF) and security alarm systems.

Strong interpersonal skills, and the ability to develop successful relationships with district staff, students, families, and community partners.

Ability to assume responsibility, display initiative, and exercise good judgment.

Ability to handle and maintain sensitive and confidential information.

Ability to successfully complete any SEM recommended training involving threat assessment, CPTED, conflict resolution, verbal judo and any other related training.

Minimum Qualifications

Bachelor's degree in public safety or a related field or four years of security, law enforcement, 911 dispatch, or emergency management related work experience. (Equivalent combinations of education and experience will be considered.

Must have a good driving record with no more than three (3) moving violations in the previous 10 years and with no suspensions or revocations within the two-year period prior to the date of the appointment (suspensions for parking related offenses excluded).