



University System of Maryland Job Class Specification

TITLE: SECURITY SPECIALIST LEAD
FLSA: NONEXEMPT
EEO6: H70
IPEDS-SOC: Q-339032

JOB CODE: N12SFL
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: POL

APPROVED BY: Chancellor's Designee:
James Sansbury, Associate VC Financial Affairs/Human Resources

EFFECTIVE DATE: 01/22/2008

JOB SUMMARY

Under general supervision, serves as the lead worker for a team of security specialists, providing support and assistance to the director of security in the administration and operations of a secured facility.

PRIMARY DUTIES

1. Determines work priorities, plans and distributes work assignments, and reviews work to ensure work completed is accurate, timely, professional, and in compliance with established regulations. Provides guidance and training to a shift of security specialists.
2. Develops and coordinates staffing schedules to ensure coverage at all established security posts for each shift; that each security specialist on shift understands the requirements for that post and ensuring that all activities are recorded in the security log.
3. Conducts audits of security logs to ensure compliance to established procedures.
4. Independently schedules and conducts after hours office checks, summarizes findings, and recommends action plan to security management.
5. Monitors the SCIF alarm system, responding to all alarms within the prescribed time limit established by DCID 6/9, diagnosing operational problems and implementing corrective action as necessary.
6. Reviews, communicates, and provides appropriate training on changes/additions to normal routines, updates to the security alarm and camera system, security software, badge recognition and validation process, and emergency situations responses.
7. Assists supervisor in overseeing shift activities, including providing input for performance evaluations.
8. Performs all the duties of a security specialist.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION:High school diploma or GED.

EXPERIENCE: Must possess a stable work history with three years progressively responsible experience, with at least one year of experience working in a totally secure environment, operating and using CCTV, computerized alarm, and access control systems.

OTHER: NONE

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Ability to supervise and train assigned staff; ability to follow oral and written instructions; ability to communicate effectively, both orally and in writing; ability to complete basic reports, ability to learn and use laptop, desktop, and other specialized computer systems configured for security operations, ability to assist emergency response teams from supporting police and fire departments, ability to operate two-way communications devices, cell phones, and desk phones. Comprehensive knowledge of the operations and application of security systems and protocol for maintaining physical security of staff, facilities, and classified materials and equipment. Skilled in the operation of CCTV, computerized alarms, and access control systems; in diagnosing operational problems and implementing corrective action.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

US citizenship required. Must have an active TOP SECRET security clearance based on a Single Scope Background Investigation with a full scope polygraph. Valid Maryland Non-commercial Class C or equivalent driver's license is required.