

# Classification Specification: Security Specialist

Classification Number: 46131  
Effective Date: 09/27/2013

Pay Grade: 27  
Current Exemption Status: Nonexempt

## Position Summary

Oversees the operation and maintenance of access and security systems for multiple University facilities. Maintains all security system hardware and software. Partners with facility staff to administer Personal Entry Device (PED) and key inventory and issuance systems. Coordinates training on security system operation. Develops, designs and oversees the work of vendors and contractors working with access and security systems.

## Essential/Primary Duties

- Maintains the computerized security access and key systems for multiple University facilities, including monitoring, programming, back-ups, maintenance, PED inventory, replacement, inspections, hardware and software upgrades, training.
- Communicates with campus offices for the purpose of programming access for designated individuals into a University facility.
- Manages key inventory, distribution and collection system for facilities' staff members.
- Plans, develops and implements computerized security access and key systems, including industry standard upgrades, cost estimates, renovation consultation and development projects.
- Obtains information from security system to assist with investigations.

## Experience and Education

### Experience

- Two years related experience required

### Education

- Some college coursework or training in electronics or security systems required

## Physical Requirements

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.  
Ability to work on ladders up to the height of 8 to 10 feet.

## Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.

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## Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Ability to perform basic computer programming
- Ability to operate hand and/or power tools appropriate to the trade

## Supervisory Responsibility

### Full-Time

None

### Part-Time

None

## Providing Direction

### Full-Time

None

### Part-Time

None

## Responsibility for Student Workers

None