

# Classification Specification: Security Specialist

Classification Number: 46131                      Pay Grade: 27  
Effective Date: November 23, 2021              Current Exemption Status: Nonexempt

## Position Summary

Oversees the programming and operations of access and security systems (i.e. Lenel) for residential facilities. Partners with ITS and Campus Operations Lock Shop on the upgrades and maintenance of the security systems. Serves as a point person for residential students with regards to facilities workorders. Provides training to all residential staff on access systems. Serve on call for access and facilities concerns in the evening and weekends.

## Essential/Primary Duties

- Maintains the computerized security access and key systems for residential facilities, including monitoring, programming, back-ups, PED inventory, software upgrades and training.
- 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.
- Review and follow up with students who put in work orders in the residence halls
- Serve on call for evening and weekend concerns around access and facilities.
- Training of residential staff (300 plus employees) on Lenel software and Key Watcher.
- Assists with maintenance/troubleshooting of systems
- Works with contractors in repairing/upgrading/troubleshooting/purchasing of equipment or parts for Lenel and Key watcher
- Maintains parts inventory for repairs
- Conducts regular system tests and checks
- Maintains databases related to fobs/ID cards
- Creates PED as needed
- Works in conjunction with IT/Campus Ops and Outside contractors to upgrade systems as needed
- Consults on renovation/construction specifications and design for Lenel system

## Experience and Education

### Experience

- Two years related experience required

### Education

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

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## 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.

## 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