

JOB DESCRIPTION

Security Specialist

JOB NO: 19-01-14

DEPARTMENT: Risk Management

REPORTS TO: Risk Management and Safety Director

CLASSIFICATION: Exempt

STARTING PAY GRADE SALARY: \$22.45/hr. - \$23.94/hr.

ANNUALLY: \$46,691.00 - \$49,803.00

GENERAL PURPOSE

Under the general supervision of the Risk Management and Safety Director, is responsible for managing the Lower Valley Water District's electronic security system and interconnectivity of all identity, credentialing, and access management workstations and components. Ensures that procedural security access safeguards are in place and monitors existing safeguards.

Makes all recommendations on technologies and issues as well as determines deficiencies, creates a plan of action and milestones, and monitors progress regarding information system security and badge production within the identity credentialing and access management environment. Responsible for the planning, development, and implementation of a comprehensive physical security program designed to protect LVWD personnel and facilities as well as monitoring the movement of LVWD vehicles. Serves as representative and liaison for security systems, physical security and access control systems, sensitive security operations. Responsible for coordinating upgrades, changes or interfaces to the LVWD central infrastructure.

SUPERVISION

General supervision is provided by the Risk Management and Safety Director.

REPRESENTATIVE DUTIES

*The following is a summary of essential functions and duties required for the position of **Security Specialist**. Reasonable accommodations may be made to assist a qualified individual with a disability to perform the essential function of this position in accordance with the District's accommodations policy set forth in the Employee Handbook, Section 103. The District reserves the right to modify the essential functions and duties for this position in accordance with its business needs.*

- Serves as Building and System Automation/Software Specialist responsible for development, procurement and management of electronic security system interconnectivity of all identity, credentialing, and access management for facilities, workstations, and components.
- Physical security duties relate to technical security relating to security information systems, Access Control, intrusion detection systems, key control, and self-reporting follow-up.
- Pushes the state of the art in areas such as technical security countermeasures, intrusion detection, and access control systems.
- Monitors productivity, efficiency, and compliance with Texas laws and directives to assure the accomplishment of all functional responsibilities.
- Plans, organizes, and performs studies for future compliance with yet unknown requirements to mitigate future threats and capabilities arising out of evolving technologies and changing district goals.
- Serves as the technical authority for the electronic security system and its sub-components, to include the intrusion detection systems (IDS), the automated systems access control, GPS monitoring system, and the Closed-Circuit Television (CCTV) video surveillance system.
- Conducts inspections, program requirements, and ensures proper installation and operation of technical equipment relating to listed areas of responsibility, and provides oversight of first responder and contractor areas of responsibility relating to LVWD security.
- Participates in interpreting and developing security policies affecting LVWD.

JOB DESCRIPTION

Security Specialist

JOB NO: 19-01-14

DEPARTMENT: Risk Management

REPORTS TO: Risk Management and Safety Director

CLASSIFICATION: Exempt

STARTING PAY GRADE SALARY: \$22.45/hr. - \$23.94/hr.

ANNUALLY: \$46,691.00 - \$49,803.00

- Monitors changes to the physical access control and Personal Identity Verification (PIV) systems and processes; ensuring that the process and generate the desired results.
- Some of the aforementioned duties may be carried out directly by the incumbent or may be performed by a contractor. If performed by a contractor, the incumbent is responsible for interpreting policies and monitoring procedures in accordance with existing policy, evaluating contractor performance, and evaluating results. The incumbent will notify the contractor if corrective action is necessary, and evaluate the completion of recommended corrective action.
- Maintains safe work practices according to District's rules and policies.
- Performs any other duties as assigned.

QUALIFICATIONS

*The following generally describes the knowledge and qualifications required to perform the essential functions and duties of the position of **Security Specialist**.*

Education and Experience Guidelines – Below is a summary of the minimum educational qualification requirements for the position of **Security Specialist**.

Education/Training:

A Bachelor's Degree in Computer Science, Information Systems or Information Technology; or and equivalent combination of education, training and experience.

Experience:

- Five (5) to seven (7) years of experience working in industrial security.
- Law enforcement or military background preferred.

License or Certificate:

- Valid Texas Class "C" driver's license and must have an acceptable driving record.

Evaluation: Performance in this position will be evaluated regularly by the Risk Management and Safety Director in accordance with Board Policy.

To apply please submit Resume **and** Lower Valley Water District Application:

In person: Monday-Friday 8:30 a.m.-4:00 p.m.
1557 FM Rd 1110 Clint, TX 79836

Email: jobs@lvwd.org

OPEN: 01/14/2019

CLOSE: 01/22/2019

Compensation: Reviewed and established annually by the Board of Directors.