



T U L S A

PUBLIC SCHOOLS

**Job Title: Security Systems Manager**

**Department:** Police  
**Reports To:** Chief of Police  
**Grade:** BG-06  
**Number of Days:** 12 Months  
**Security Access:** 24/7 global access to all sites. Administrative rights necessary for computer software programming.  
**Current Date:** April 5, 2015  
**Overtime Status:** Exempt

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**Job Objectives:** Provide support and maintenance of all electronic security systems within the District.

**Minimum Qualifications:**

- Bachelor degree required, experience in computers and computer software programming necessary.
- To have a Residential and Fire alarm license.
- To have or be able to obtain within 1 year a Fire Alarm Inspection license.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Supervise employees to perform support and maintenance on intrusion alarms, fire alarms and suppressions systems, surveillance cameras and open options door systems.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Interpersonal skills necessary, communication skills required and ability to supervise and motivate employees within security systems to provide exceptional service

**Supervisory Responsibility:**

- Yes, with minimum of 6 persons with ability to liaison with contractors on projects within the district

**Working Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Exempt on call status with ability to report within one hour to any site location as required.

- Indoor and outdoor and able to climb ladders and into small tight spaces for inspection of technician work product.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.