



## Special Systems Administrator

### **JOB DESCRIPTION**

The Special Systems Administrator, under the supervision of the Chief Technology Officer, establishes criteria, coordinates, budgets and sets up infrastructure for facilities to receive special systems (access control, keying, intrusion alarms, fire alarms, monitoring systems, surveillance systems and employee identification systems). Implement the administration of all special systems and serves as primary administrative coordinator on multiple projects as assigned .

### **EDUCATIONAL AND CERTIFICATION REQUIREMENTS**

- Advanced applicable education preferred
- Background and five years experience in similar systems administration
- CAD / Graphics experience preferred

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to coordinate the planning and administration of multiple District wide special systems
- Skilled in computer software setup, implementation and database maintenance
- Effective in communicating verbally and in writing

### **DUTIES AND RESPONSIBILITIES**

1. Assists the Director of Facilities Planning with the special systems for building construction projects, from preliminary planning to project implementation for new facilities, renovations, maintenance repair and replacement of district facilities on assigned projects
2. Sets up software operational parameters and input systems startup data as well as maintaining all updates.
3. Maintains and updates databases as required
4. Develops user manuals and trains campus personnel in user interfaces of applicable software
5. Assists with and/or performs system debugging and maintenance of on site systems
6. Assists with identification of work scopes and development of cost estimates
7. Assists in checking references and making recommendations for contract awards
8. Serves as liaison with consulting firms working closely with contracted professionals
9. Works for effective collaboration among all parties and quality assurance among all parties
10. Coordinates with in house departments and directs minor contract work
11. Observes construction work in progress and recommends payments
12. Makes decisions, gives direction and provides approvals in keeping with authorizations and guidelines to assure quality of materials and workmanship as indicated in construction documents
13. Works diligently to assure satisfactory and timely completion of projects
14. Is knowledgeable of special systems and conscientious in maintaining integrity of security and safety systems
15. Has a working knowledge of national codes related to life safety, accessibility, and locking systems, requiring accuracy and attention to detail
16. Requires the ability to plan, organize, coordinate and document multiple concurrent complex tasks and projects
17. A high level of written and oral communication skills is necessary
18. Skills with Microsoft Office software is required
19. Conducts oneself in a professional, ethical manner
20. Performs other duties as assigned

**MENTAL DEMANDS**

Ability to concentrate, communicate (verbally and written), interpret, reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate, compile, compute, instruct, and maintain emotional control under stress.

**PHYSICAL DEMANDS**

Ability to lift and/or carry heavy weight (45 pounds and over), sit, stand, walk, climb stairs, balance, stoop, kneel, crouch, crawl, pull, push, reach, do repetitive hand motions, hear, speak, maintain visual acuity, distinguish colors, drive personal vehicle, and travel frequently district wide. Ability to work inside and/or outside in temperature extremes, noise extremes, low or tense vibrations, slippery and uneven surfaces, biological exposure (insects, mold, fungi, bacteria, animals, plants, etc.), minimal chemical exposure (asbestos, fumes, vapors, gases, dusts, smoke, etc.), sunlight exposure, works around moving objects, vehicles, and machines with moving parts, unusual fatigue factors such as eye strain, and may work prolonged irregular hours.

**PAY SCALE: PO2**

**NUMBER OF DAYS: 226**

**The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.**

*Revised  
12/02/07*