



Classification Title	Program Coordinator - Security	Code	114800
Department	Facilities	FLSA	Non-Exempt
Pay Range	Professional 04	Represented	No

GENERAL SUMMARY

This is professional and technical work in the Facilities Management Department - Security Division. The Security Program Coordinator is responsible for assisting with County security programs. The majority of work is at a complex level of program administration, providing administrative support to the Security Program Manager and conducting other county security and public education and information.

SERIES CONCEPT

None

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Responsible to plan, develop, administer, implement and promote a variety of security related programs involving physical access control systems, alarm systems, panic alarm systems, mobile alarm devices, mobile camera systems.
- Develop security program operating procedures and continuously analyze for program effectiveness; initiate and/or make recommendations for revisions as necessary.
- Assist with developing program goals and objectives and perform project management functions.
- Plan, administer, and coordinate Department Security Coordinator positions and functions to facilitate the comprehensive integrated PAC systems.
- Plan, organize and coordinate a variety of security program activities and services; develop and conduct internal and external public relations activities.
- Plan, organize, publicize and conduct security program group meetings to disseminate information, encourage responsibility for dealing with problems.
- Provide administrative support for the security program including programming and preparing lnel key cards as needed; activating and deactivating lnel keycards; determining lnel keycard authorization levels to fulfill requests with complex parameters within security expectations determined by the chain of command.
- Coordinate access needs between county departments and offices.
- Coordinate background checks on county contractors; coordinate issuing and tracking of lnel keycards and hard keys for contractors and vendors; maintain lnel keycard and hard key inventories.



- Prepare and distribute security access reports as needed; convert and reformat reports in spreadsheets; may import spreadsheets into a database if necessary; compile statistical reports using a variety of sources.
- Conduct research and analysis use appropriate judgment and make informed, logical and effective decisions and recommendations.
- Establish, set up and operate portable alarm and camera systems throughout the County, and manage the County panic alarm program.
- Prepare and track lenel keycard audits quarterly; distribute audits to lenel keycard contacts; track audit responses; and update lenel keycard access as necessary.
- Represent department at meetings with community groups, local governments and businesses; develop community partnerships consistent with agency mission.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.
- Perform the physical requirements of the position; work within the established working conditions of the position.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Three years professional or technical level experience performing development and administration of programs involving public safety, criminal justice, emergency management, or similar programs.

Licenses or Certifications

- A valid Washington State driver's license or the ability to otherwise meet the travel requirements of the position is required. Ability to successfully complete all required background investigations prior to the start of employment.

OTHER JOB REQUIREMENTS

- Must meet travel requirements and authorize and complete a background check prior to employment. Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

PREFERRED QUALIFICATIONS

- College level coursework in business or public administration or fields related to specific program to supplement experience is preferred.



SUPERVISION

This job class does not supervise. Work performed involves the use of independent judgment in limited areas and is performed under the general supervision and direction of the Security Program Manager. Incumbents may serve as a lead worker.

COMPETENCIES

Knowledge of:

- Principles and practices of security program management.
- Current trends and developments in security.
- Principles and practices of program operations, including development, planning, coordination, monitoring, evaluation and problem solving.
- Applicable federal, state and local laws, rules, regulations and policies.
- Research methodology, data collection, analysis and reporting.

Skill in:

- Office equipment, hardware and software associated with the Security Division; troubleshoot office equipment and software within the Security Division.
- Assessing, interpreting and identifying options and problems.
- Working with a variety of individuals from diverse backgrounds.

Ability to:

- Develop, plan, organize, coordinate and implement activities.
- Use independent judgment and knowledge to make appropriate operating decisions, resolve operational problems and conflicts.
- Analyze and interpret complex information and situations quickly and objectively; determine a proper course of action.
- Use effective communication and interpersonal skills to inform, educate, persuade, motivate, gain concurrence and agreement, resolve conflict and/or develop alternatives.
- Establish and maintain a cooperative and effective working relationship with co-workers, County management, private and public officials, citizen groups and the general public.
- Represent the County in a positive, professional manner.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.



WORKING ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exposures	Frequency Working in Designated Environment
Individuals who are hostile or irate	Sometimes
Extreme cold (<i>below 32 degrees</i>)	Seldom or Never
Extreme heat (<i>above 100 degrees</i>)	Seldom or Never
Communicable diseases	Seldom or Never
Moving mechanical parts	Sometimes
Fumes or airborne/blood borne	Seldom or Never
Toxic or caustic chemicals or substances	Seldom or Never
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	Sometimes

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from the regular work site is required.