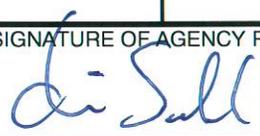




<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS106490
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE DAS Security Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005694	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree									
	USUAL WORKING TITLE OF POSITION DAS Security Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization									
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt  If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22  Page 2 of 2								
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.                      TO: 5:00 pm                      Report in location & work hours subject to change											
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills &amp; Abilities</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">25</td> <td>           Consults with state agency representatives to conduct facility assessments: analyzes current security measures, effective use of security staff, adequacy of security equipment &amp; impact on building tenants &amp; visitors; makes recommendations for system &amp; operational improvements; prepares cost estimates for new systems; designs facility security systems for upgrades, facility renovations &amp; new construction (e.g. access control, closed circuit television, safety/security policies/procedures, building specific special needs); guides agencies through process of addressing security weaknesses; prepares capital security budget &amp; monitors expenditures to ensure compliance with fiscal goals.         </td> <td>           Knowledge of 1, 2, 3, 5, 6, 7, 8, 9*, 10            Skill in 11            Ability to 12, 13, 14, 15, 16         </td> </tr> <tr> <td style="text-align: center;">20</td> <td>           Participates in development of Emergency Action Plans for all state-owned &amp; leased buildings under DAS management, in cooperation with tenants &amp; building managers: analyzes security training plans &amp; recommends improvements; develops security training materials for state agencies; works with outside law enforcement agencies when necessary; communicates security concepts to diverse audiences; attends seminars &amp; classes to stay current on security technology &amp; issues.         </td> <td>           Knowledge of 1, 2, 3, 5, 6, 7, 8, 9*, 10            Skill in 11            Ability to 12, 13, 14, 15 16         </td> </tr> </tbody> </table>				%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	25	Consults with state agency representatives to conduct facility assessments: analyzes current security measures, effective use of security staff, adequacy of security equipment & impact on building tenants & visitors; makes recommendations for system & operational improvements; prepares cost estimates for new systems; designs facility security systems for upgrades, facility renovations & new construction (e.g. access control, closed circuit television, safety/security policies/procedures, building specific special needs); guides agencies through process of addressing security weaknesses; prepares capital security budget & monitors expenditures to ensure compliance with fiscal goals.	Knowledge of 1, 2, 3, 5, 6, 7, 8, 9*, 10 Skill in 11 Ability to 12, 13, 14, 15, 16	20	Participates in development of Emergency Action Plans for all state-owned & leased buildings under DAS management, in cooperation with tenants & building managers: analyzes security training plans & recommends improvements; develops security training materials for state agencies; works with outside law enforcement agencies when necessary; communicates security concepts to diverse audiences; attends seminars & classes to stay current on security technology & issues.	Knowledge of 1, 2, 3, 5, 6, 7, 8, 9*, 10 Skill in 11 Ability to 12, 13, 14, 15 16
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List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/4 2013									

Apr 12.4.13 (ea)

POSITION NUMBER  
20005694

JOB CODE TITLE  
Program Administrator 3

JOB CODE  
63124

Position Specific Minimum Qualifications:  
 24 mos. exp. or 24 mos. trg. analyzing facility security measures & making written recommendations.  
 24 mos. exp. or 24 mos. trg. designing facility security systems for upgrades, renovations & new facility construction.

\*developed after employment.