



# CLASS TITLE | PUBLIC FACILITIES ELECTRONIC SECURITY COORDNATOR

PAY GRADE: AT-40 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 3627

Effective Date: 08/07/2024

**PURPOSE OF THE CLASSIFICATION:** Under direction coordinates and supervises the work of contract personnel in the installation, maintenance and operation of electronic security systems for the City of Tulsa (COT) and other related assigned duties.

## ESSENTIAL TASKS:

- Supervises and coordinates city departments and contractors in and/or performs the work of planning, designing, installation, maintenance and operation of various electronic and other security systems and operations
- Supervises and coordinates and/or performs the work of infrastructure, personnel and asset protection and investigations
- Maintains detailed information and reports related to department operations
- Conducts internal investigations regarding City of Tulsa Personnel Policies and Procedures Manual and other investigations; coordinates investigations with City of Tulsa Human Resources Department and Tulsa Police Department to report and investigate potential criminal activity
- Conducts security system audits
- Supervises others in the performance of and performs background and pre-screen investigations
- Supports the Emergency Operations Center (EOC) operations through disaster recovery efforts and other incident management situations
- Maintains and updates records, video and photo archives in a central, secure database
- Ensures the city's electronic security systems reflect the best practices in technology
- Acts as first responder to fire, smoke, intrusion or panic alarms and investigate suspicious activity in City facilities
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

## QUALIFICATIONS:

**Training and Experience:** Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from high school or possession of a General Educational Development (GED) Certificate; **and,**
- (b) Eight (8) years' specific job-related experience in personnel/ facility electronic security.

## Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of security principles, practices and techniques
- Considerable knowledge of configuration, installation, repair and basic programming of pc based and electronic security equipment/systems
- Considerable knowledge in the use of in related software including full video editing and enhancement tools
- Good knowledge of security and crime related regulations, ordinances and laws and private investigation procedures
- Good knowledge of the appropriate safety procedures
- Good knowledge of video creation, specialized equipment and related documentation/report writing



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#### Ability to:

- Supervise the work of contract personnel and coordinate multiple projects
- Establish and maintain effective working relationships with employees, members of the general public, elected City officials and local, state and federal law enforcement agents
- Understand and interpret ordinances, laws and other operating procedures
- Demonstrate safe, prudent and competent use of a sidearm
- Remain calm in emergency situations
- Communicate in noisy, hazardous or stressful situations
- Make split second decisions
- Safely operate motor vehicles and electronic communication devices
- Respond appropriately to emergency situations
- Cope with problematic situations firmly, tactfully and courteously
- Analyze data information, provide pertinent reports and keep confidential information
- Maintain precise records and assist in security operations' budget
- Utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization

#### Skill in:

- The use of personal computers

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, telephone; occasional lifting and carrying up to 60 pounds; able to work at elevations up to 700 feet and on a ladder up to 32 feet; may be subject to sitting for extended periods of time, physical strength and stamina to chase and subdue fleeing persons and arrest suspects and to rescue victims; sufficient hand-eye coordination and position mobility in the ankles, knees, hips and back for proficiency standard requirement and positions with both the "gun" and "non-gun" hand; and vision, speech and hearing to perform the essential duties.

#### Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license; **and**,
- b) C.L.E.E.T. Certified Armed Security Guard and Private Investigator; **and**,
- c) Must obtain within one twelve (12) months in the position:
  - a. Oklahoma Department of Labor Closed Circuit Television-Technician (CCTV-T); **and**,
  - b. Electronic Access Control Technician (AC-T); **and**,
  - c. Locksmith Technician (LS-T); **and**,
  - d. Commercial Fire and Burglar Alarm Technician (CFB-T) Licenses

**WORKING ENVIRONMENT:** Working environment is indoors/outdoors in all weather conditions; requires use of telephone and other office equipment.

**EEO Code: N-03**

**Group: Public Safety**

**Series: Public Safety Technical**