



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: P1009109

JOB ANNOUNCEMENT

POLICE SECURITY INFORMATION SYSTEMS MANAGER

Northside Police Department

CLOSING DATE: November 5, 2009

JOB SUMMARY

The Police Security Information Systems Manager is responsible for systems administration, configuration, operation, maintenance, and upgrades for the District's security, surveillance, and access control systems. This position reports to the Chief of Police and coordinates closely with the District's Technology Services department.

EDUCATION AND CERTIFICATION REQUIREMENTS

- Associate's Degree in Management Information Systems or Computer Science, or equivalent education (Bachelor's Degree preferred)
- Three years system administrator/operator experience working with security-, surveillance-, and/or access control systems, preferably for a large organization using remote tools to manage installations at multiple locations (preferred)
- Working knowledge of enterprise-level information systems design, administration, and operations, as well as wide area networks, client-server systems, and web-based applications
- Ability to communicate effectively both verbally and in writing
- Ability to develop effective working relationships with system users, District leaders, and system vendors

DUTIES AND RESPONSIBILITIES

1. Oversees and administers the operations of District-wide security, surveillance, and access-control systems.
2. Tunes and configures software, develops and assigns user roles, tasks, and system access accounts.
3. Trains system users on operations and troubleshoots system and user problems.
4. Monitors system performance and recommends changes based on District needs and technological capabilities.
5. Collects system level information, summarizes important data, and reports to management on system readiness, activity, and performance.
6. Coordinates closely with Technology Services department to ensure compliance with District technology standards and procedures.
7. Coordinates closely with system users and District leadership to ensure that systems are meeting current and anticipated operational needs.
8. Coordinates closely with system vendors to ensure proper and efficient operations, oversee system licensing requirements, report and oversee remedy of equipment warranty/repair and system software issues.
9. Develops proposals and cost estimates for system upgrades and modifications, and presents to District leadership for approval.
10. Performs other duties as assigned.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer. Lifting and moving of heavy equipment; stooping, bending, and kneeling. Work on-call and after hours.

TERMS OF EMPLOYMENT

SALARY: \$45,298 – \$57,074 **PAY GRADE:** C30 **WORK DAYS:** 236 **TYPE OF ASSIGNMENT:** Full-Time, Exempt

For consideration, interested persons and NISD Classified/Auxiliary personnel must complete a Professional Online Application at www.nisd.net/hr, and submit a Letter of Intent form and resume. NISD Professional personnel need only submit the Letter of Intent form and resume. Submit your Letter of Intent form and resume, no later than the closing date, to:

Northside ISD - Human Resources Department
5617 Grissom Road
San Antonio, Texas 78238
(210) 397-8600

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