



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 4/7/2024

Supervisor, Technical Security

Pay Scale: B

Level: 21

FLSA Status: Exempt

Job Family: Information Technology

Primary Location: Administration Building

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

The Technical Security Supervisor provides oversight of technical electronic communications, computer network technical design, support and user assistance to all equipment, infrastructure and systems used in LCPS facilities for Safety and Security and Communications. The manager is responsible for providing technical services, guidance, and direction in all areas of radio communication, network design, installation, maintenance, and use. The Technical Security Supervisor serves as the primary technical advisor to subordinates, providing technical assistance and supervision daily.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Oversees, advises, and coordinates the daily operation of all safety and security communications network hardware and software systems
- Plans, manages, and supervises security infrastructure projects
- Selects and purchases specialized safety and security equipment
- Supervises, trains, mentors, coaches, and evaluates safety and security staff
- Manages the installation of all communications and microwave network software and hardware as well as all security equipment including but not limited to, cameras, handheld radios, Access security systems, badge card readers, etc.
- Advises and provides direction and supervision to technicians who troubleshoot technical problems with hardware and software and fills in for Technicians as necessary
- Develops and distributes maintenance procedures for communications, security systems, equipment and supports other technology-based projects as assigned
- Works cooperatively with staff from the county's Department of Information Technology on WAN and communications related issues and is a liaison between Loudoun County Staff and LCPS Department of Digital Innovation Staff
- Certifies all equipment conforms to applicable regulations

Loudoun County Public Schools

- Modifies equipment and infrastructure needs to suit daily utilization, and researches solutions for existing and future technological projects
- Assists Supervisor in short and long-term planning and strategies related to safety and security programs
- Prepares and presents program information and statistics to stakeholders

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree in electronics and experience in servicing radio and/or computer system and networks

Experience

Five (5) years of experience in infrastructure and system management and safety and security communication oversight including supervisory experience

Licenses and Certifications

Valid Driver's License

Knowledge, Skills, and Abilities

- Knowledge of communications and computer network systems, hardware, software, and associated equipment and devices utilized within the safety and security industry
- Proven experience troubleshooting and resolving radio communication system problems
- Demonstrated experience designing, installing, and maintaining radio communications systems
- Certifications in the communications and technology fields
- Excellent human relations and communications skills

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing, or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.