

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

**Human Resources**  
(409) 916-0107

Security Systems Analyst  
Job Description

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**Reports to:** Chief Technology Officer

**Status:** Exempt

**Term:** 226 Days

## **Primary Purpose:**

To support the Chief Technology Officer with gathering, analyzing, or evaluating information from a variety of sources. The primary function of this position is to support, maintain and secure all the districts Access Control Systems including door prop alarms and CCTV systems.

## **Qualifications:**

### **Education/Certification:**

Bachelor's degree preferred

### **Special Knowledge/Skills:**

Strong IT skills and knowledge including hardware, software and networks

Experience in administering user accounts/disabling user accounts

Provides support for district camera security systems

### **Experience:**

At least 3 years preferred experience in the field

5 years of prior technology or network management experience in the field

## **Major Responsibilities and Duties:**

### **Avigilon ACC**

1. Create and manage all staff accounts.
2. Create and manage analytics, maps, and views throughout the district.
3. Maintain the Integration of ACC/ACM.
4. Install and maintain all hardware such as cameras, intercoms etc.
5. Plan out new camera installations for construction projects/renovations.
6. Configure and maintain all Avigilon ACC Servers.

### **Avigilon ACM**

1. Create and manage all staff accounts and badges.
2. Create access groups and levels.
3. Create door schedules and holidays.
4. Maintain all electronic door hardware.
5. Configure and maintain Avigilon ACM server.

### **Cameras**

1. Create and manage all staff accounts.
2. Maintain all hardware to include cameras, microphones etc.
3. Ensure the SB507 server is up to date and operating properly.
4. Maintain all footage and audio.
5. Assist with any investigations and exports.

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1. Other duties as assigned by the Chief Technology Officer.

**Supervisory Responsibilities:**

None

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 20 pounds of force occasionally, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body. Must be able to climb a ladder to install, remove or repair CCTV equipment. Light work usually requires walking or standing to a significant degree. Report during the event of a disaster, manmade or natural on a 24/7 basis and be on call to mitigate any potential threats to the district.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_