

# University of Houston – Clear Lake

## Position Description

Job Title: **Supervisor, Police Systems Operations**

Job Code: **3291**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree.	Bachelors degree in Computer Science or related field.
Experience	Five years experience with computer and electronic systems including database management and server experience.	ive years experience with computer and electronic systems including database management and server experience, with some supervisor experience.
License/Certification		HIRSCH system certification. Lenel access control experiece. Locksmith license.

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Responsible for maintenance and control of electronic and mechanical locking systems, CCTV system, and administration of police software and database systems. Interacts directly with end users to meet their needs. Maintain documentation of all equipment, parts and tools. Assists in planning future development of electronic and mechanical access control, as well as CCTV and internal Police Department systems.**

Duties and responsibilities	% Time
Maintain the integrity of the access control and mechanical key systems.	25
Manage Police Department software and databses as the Department's System Administrator.	25
Research advancements in electronic control and CCTV systems for University application.	10
Supervise police services assistant and access control technician operation. Counsel and develop positions as well as develop possible future electronic access positions.	10
Maintain an inventory of all equipment, parts and tools.	10
Consult with campus personnel in determining their access needs.	10
Work with approved vendors to supply access and CCTV services for university community.	10

*This position description describes the general qualifications, duties and responsibilities of work being performed.*