



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
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Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	

**Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.**

**JOB TITLE: Access Control & Surveillance Officer**

**DEPARTMENT: Information Technology**

## **POSITION SUMMARY:**

Under the general direction of the Director of Information Technology (IT), The roles and responsibilities for this person will include day-to-day oversight of physical security measures at all facilities within the Tribal Government Community. Job duties to include system design, project meetings, project coordination, installation and vendor oversight. Investigates system issues and coordinates repair of equipment with vendors. Performs System Administration functions, provides technical support, administers training, and provides ID badge office support.

**Supervised by: Information Technology Director**

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Write physical security and video surveillance plans, policy, procedures, and standard operating procedures to ensure clear and efficient processes are in place.
- Maintain, assess, audit and troubleshoot access control and video surveillance systems.
- Issue, track, and coordinate key control and access badge control.
- Perform in-house troubleshooting and repairs when possible and submit work orders for problems that cannot be corrected in-house.
- Provide technical expertise in implementing physical security standards and technologies.
- Provide advice and assistance in resolving security system specifications, developing plans, identifying system integrations, coordinating installation, leading all aspects of maintenance services, and evaluating and assessing the development of security technology in the context of business requirements.
- Interpret architectural drawing and blueprints for the purpose of applying, reviewing and approving security design standards.
- Design, program, and coordinate security equipment software to ensure efficiency, integration and standardization.
- OTHER DUTIES AS ASSIGNED.

## MINIMUM QUALIFICATIONS

- Understanding of basic networking concepts (IP addresses, DNS, Servers, Data Storage)
- Outstanding written and verbal communication skills.
- Five years' current experience in building access control system installation, design, and management.
- Two years' current experience in video surveillance system installation, design, and management.
- Understanding of low voltage technology (CCTV, Alarms, access control, door hardware) and a variety of security technology systems and vendors.
- Proficiency in security software such as Software House, C-Cure, Kantech, Avigilon, Maxxess, Axis VMS, Mobotix VMS, Milestone VMS.
- Must have a High School diploma or GED

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge or Low voltage structured cabling.
- Basic knowledge and ability to read and interpret blueprints and development proposals.
- Demonstrated troubleshooting experience specific to security technology.
- Strong understanding of and compliance with building, life safety, and fire safety codes.
- Ability to communicate effectively and professionally in both verbal and written form.
- Ability to work independently or in a team environment as needed.
- Skilled in Microsoft Office products: word processing, spreadsheet, database, email, along with other computer applications.
- Must possess a valid State Driver's License.
- Associate's degree preferred

## WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. (4x10) This is a full-time position.
2. Must be able to pass a drug screening.
3. Must be available on-call. (Evenings, Weekends, Holidays)
4. Must be able to pass a State and Federal background check.
5. Work is performed indoors with occasional site visits as required.
6. Work may require bending, lifting and carrying up to 60 pounds, climbing ladders and extended periods of sitting, standing or walking.
7. Considerable time may be spent at a computer work station in the performance of administrative tasks.

## EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Access Control & Surveillance Officer is considered to be an exempt "standard hour" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_