UNIVERSITY OF CENTRAL FLORIDA

JOB CLASSIFICATION

Job Title	Director, Security Management			**Job Code**	CS0814
Pay Plan	A&P	**Pay Grade**	21	**FLSA Status**	Exempt
Union	Non-Union			**Union Code**	0
Job Family	Campus Safety			**Subfamily**	Security Management

Job Family & Subfamily Summary

Campus Safety Professionals provide security and safety services for students, faculty, staff, the campus and its facilities.

Security Management Professionals provide security management services for the campus and its community.

Job Summary

Directs all security management activities for main and regional campuses including cameras, access control, contract guard services, and license plate recognition. Responsible for the Global Security Operations Center, security vehicle fleet, and equipment. Recruits, trains, supervises and evaluates staff who assist with all security functions. Works closely with emergency management, campus police, colleges, departments. faculty, administration, and students. Ensures goals and objectives for the university and the department are communicated and achieved. Develops and maintains plans, policies and reports, and may represent the department.

Representative Duties

1.

- Directs, organizes, and plans activities concerned with the design, installation, and maintenance of security systems on the dnaFusion access control and Milestone video management system
- Recruits, trains, supervises, evaluates, and leads the security staff
- Reviews and approves security hardware installations with end users, UCF departments, and vendors
- Directs the physical security aspect of major projects by conferring with supervisory personnel end users, security integrators, contractors, design professionals, and Facilities & Safety to discuss and resolve matters
- Works with committees and staff on campus to make sure the university's standards and needs are being met by the project documents
- Understands the details of construction projects scope of work and review for errors and omissions
- Interprets architectural drawings

2.

- Evaluates and approves scopes of work, project bidding packages and project budgets
- Manages contract security guard operations and technology for UCF main and satellite campuses
- Approves access control and camera design, publishes written physical security design standards as they pertain to the installation and operation of cameras and access control, as well as proper selection of hardware
- Oversees the development and implementation of a comprehensive training program and curriculum focused towards access control and camera operations
- Liaises with Emergency Management, Law Enforcement, Facilities & Safety, and UCF IT and other departments to determine security operational needs
- Ensures physical security system adherence to university policies and are optimally integrated
- Identifies current security gaps on UCF main and regional campuses and recommend appropriate solutions
- Manages an annual budget of more than $1 million
- Provides security-related support during special events and emergency responses using UCF's Global Security Operations Center (GSOC) Mobile Security Vehicle (SCOUT)
- Oversees the hardware aspects of the Vigilant License Plate Recognition (LPR) system used by UCF Police and Parking and Transportation
- Assists University Police and other UCF departments in the investigation of offenses
- Serves in an on-call capacity to respond to special events and emergency situations as necessary; serves as

critical personnel

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		

Work Experience

8+ years of relevant experience
3+ years of leadership experience

Additional Requirements

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.