



Access Control Systems Specialist Job Description

JOB INFORMATION

Job Code:	180027
Job Title:	Access Control Systems Specialist
FLSA Status:	Non-Exempt
Supervisory:	May oversee student, temporary and/or resource workers.
Job Family:	Trades/Maintenance
Job Family Group:	Facilities Management and Construction
Management Level:	7 Individual Contributor

JOB SUMMARY

Coordinates and reviews the design, installation, and documentation of access control systems and standards. Has responsibility for access control and ongoing project coordination of all aspects of access projects. Ensures adherence to work specifications and documents work. Provides advice to project management staff and affiliated personnel regarding access control systems. Reviews construction plans and designs and ensures compliance with the university's Access Standards and Specifications. Monitors all phases of construction involving access control projects and archives important information. Acts as liaison to campus community including customers/visitors, project managers, design team participants, and contractors in the area of access control.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Associate's degree	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	
	X	7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Progressive experience in facilities access control systems including coordination, maintenance and best practices of the systems.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Excellent knowledge of basic access control system networking architecture and applications.
X		Experience working with contractors, project managers, and construction staff.
X		Experience reviewing construction drawings and writing standards.
X		Experience providing recommendations and mitigating problems with access during construction.
X		Knowledge of proper procedures for safe operation of equipment.
X		Proficiency in relevant computer programs (e.g., email, spreadsheets and word processing programs, AutoCAD, Revit).
	X	Experience in access control systems design and installation in a higher education environment

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Coordinates and reviews on a daily basis the design, installation, and documentation of access control systems and standards. Has responsibility for access control and ongoing project coordination of all aspects of access projects. Ensures adherence to specifications and documents work. Reviews, analyzes and provides feedback related to access control security project proposals, specifications, drawings, submittals, and quotations. Collaborates with management for schools/departments regarding approval of project proposals and specifications. Ensures compliance with university standards, policies, and procedures.				
Monitors and reviews access systems installation at all phases of construction projects. Provides feedback and coordinates appropriate corrective actions.				
Acts as liaison to campus community including customers/visitors, project managers, design team participants, and contractors in the area of access control. Represents Facilities Management Services department (FMS) for any inquiries of access control security installation projects. Ensures that university security construction/installation standards and customer's requirements are addressed in accordance to the USC Basis of Design.				
Coordinates with FMS managers, Department of Public Safety, and schools/departments within the university to provide guidance and oversight on security technology matters.				
Coordinates access control security project processes, progress, costs, and quality control. Provides timely project status reports for management on a regular basis.				
Communicates and coordinates with external contractors and vendors to acquire, maintain, repair and upgrade systems and equipment as necessary or scheduled.				
Partners with facilities trade employees and facilities shops for access control issues/inquiries.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.