JOB DESCRIPTION

Technical Services Specialist - UPD

**Definition of Class**
This is a non-supervisory position in which the incumbent provides technical oversight for the University Police Department’s computer system; coordinates with the University’s Office of Information Technology regarding hardware/software applications and problems; interacts with staff, faculty, vendors and University planners in developing and enhancing both campus electronic security and physical security. Incumbent is supervised by Police Captain.

**Examples of Work Performed**
Responsible for the day-to-day technical operation and maintenance of the University Police Department’s computer system, to include database development, basic network administration, troubleshooting, coordinating assistance from the Office of Information Technology, and training Police Department personnel on the Department’s computer resources, including networks.

Develops risk management strategies, performs risk assessments, and systematically manages risk audits; directs campus loss prevention and crime prevention initiatives.

Designs, installs, monitors and inspects electronic surveillance systems; inspects campus alarm systems; conducts environmental and lighting evaluations.

Assists mayors of individual campus buildings; makes physical security recommendations; conducts presentations related to crime prevention, public safety and physical security in conjunction with the Crime Prevention Coordinator.

Manages key control system for University buildings; employs basic locksmith skills as required.

Assists in investigations involving computer crimes; assists in breach of security investigations; maintains investigative databases.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department

1. Directs risk management activities and coordinates campus physical security, electronics security and environmental security.

2. Provides technical law enforcement support, including electronic surveillance, alarm systems, and investigations.

3. Develops and manages the Department’s computer resources, including hardware, software, and law enforcement databases. Stays abreast of technological advances and applications.

4. Promotes community partnership by managing, coordinating and participating in an array of security and crime prevention programs that interact with a cross-section of the University population, including faculty, staff and students.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and hear. The incumbent is periodically required to sit. Incumbent is occasionally required to stand and walk; use hands to finger, handle or feel objects, tools or controls; climb and balance; stoop, kneel, crouch and bend; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree in Criminal Justice, Computer Information Systems, or a related field from an accredited college or university.

- **Experience:** Two (2) years of technical experience in surveillance, electronics, physical security, or risk management.

- **Licensure:** Must have a valid driver’s license upon employment and a State of Mississippi driver’s license within (30) days of employment.

- **Substitution Statement:** Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

**Background Check Requirements**

University Police Department: This position requires a background check upon hire.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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