

WASHINGTON STATE DEPARTMENT OF PERSONNEL

Specification for Class of

LIQUOR ELECTRONIC SECURITY SUPERVISOR (72961)

Abolished Effective June 1, 2005

Definition: Supervises Electronic Security Technicians. In addition, maintains, monitors, and utilizes computerized security systems and other electronic surveillance equipment to ensure the security of the Liquor Control Board, Seattle Distribution Center, and statewide retail outlets against fire, burglary, and intrusions. Installs, maintains, repairs or replaces closed circuit TV's, monitors, VCR's and electronic alarms. Checks and verifies order discrepancies through videotapes.

Typical Work

Develops, organizes, implements, directs, supervises, schedules and participates in the activities of the Security Technician 1 employees in external and internal security by using computerized intrusion and fire alarm systems, data entry and data base backup procedures, installation and operation of security equipment, (i.e., CCTV cameras, monitors, time lapse VCR's, door and motion detection alarm switches, remote control gates), performance of tests and inspections of fire sprinkler system, and conducting inventory and loss control inspections for the protection of inventory and loss control inspections for the protection of inventory and property within the Washington State Liquor Control Board Distribution Center;

Participates, instructs and supervises the Security Technician 1 employees in the operation of a computerized Central Alarm System for state-owned liquor stores; ensures data entry for all store and agency accounts is complete and accurate; ensures all alarms are acknowledged and appropriate emergency notification procedures are followed in the event of alarms, burglary, robbery, and/or medical emergency in liquor stores;

Performs evaluations and conducts training programs; forwards routine reports and records of employee progress and development to management; plans and conducts scheduled staff meetings; prepares and maintains bi-monthly payroll and leave slip reconciliation;

Reviews all logs, incident reports and computer printout sheets daily and refers significant information to management; conducts verification of shipment discrepancies; instructs, assists, and supervises facility communication/message center via telephones, paging, and radio systems; designs and maintains a preventative maintenance and repair schedule of all required equipment; makes budget recommendations for the up-grading of systems and replacement of components and repair parts;

Assists in the design of facility emergency evacuations and conducts evacuations to include command post marshaling areas, signal and response systems; performs first aid as required;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: motivation and leadership, supervising techniques, computers, electronics, cameras, security measures and systems, personal computers, alarm systems, multiplexed vcr systems, CCTV systems, oscilloscope, soldering iron, wire crimping and splicing.

Ability to: evaluate and assign works, resolve problems, understand security systems and operations, electronic repairs and components.

LIQUOR ELECTRONIC SECURITY TECHNICIAN 2

72961

Minimum Qualifications

Two years of experience in operation and maintenance of electronic equipment including at least six months of experience as a lead worker or shift supervisor.

OR

One year of experience as a Liquor Electronic Security Technician 1 or equivalent.

New class: 6-28-93

Revised definition and title change (formerly Liquor Electronic Security Technician 2): 1-14-00