



## YUMA COUNTY

# RECRUITMENT ANNOUNCEMENT

**Position:** Building Security Systems Manager  
**Department:** Sheriff's Office  
**Classification:** Exempt, Not eligible for overtime compensation  
**Salary:** \$66,641 - \$83,302/ annual . D.O.Q.  
**Grade:** 17  
**Close Date:** October 17, 2025

THE COUNTY OF YUMA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY

**NATURE OF WORK:** Under limited supervision performs supervisory and administrative services of considerable difficulty in planning, organizing, managing, and coordinating the functions and services of all types of building security management systems, to include fire/safety systems, card access control systems, surveillance cameras, and electronic intrusion systems of the Sheriff's Office. This position has department specific responsibility.

**EXPERIENCE & EDUCATION:** Bachelor's degree in Security Administration, Electronics, Electrical, Engineering, Industrial Security or related field; five (5) years of progressively responsible in industrial electronic building/security systems experience; AND three (3) years of supervisory experience; OR an equivalent combination of education and experience.

**SPECIAL REQUIREMENTS:** May be required to successfully complete a background check, polygraph, and drug test prior to appointment.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

**\*\*NOTE\*\***

Reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any stage of the recruitment process. Requests for accommodation must be made through the Yuma County Human Resources Department in advance of the event, or as soon as practical, so that necessary arrangements can be made (928) 373-1013 OR TDD (928) 373-1013.

**Apply:**  
**Yuma County Human Resources - 198 S. Main St., Yuma, AZ 85364**  
**Phone: (928) 373-1013 Fax (928) 373-1153 Job Line (928) 373-6090**  
**Website: [www.yumacountyaz.gov](http://www.yumacountyaz.gov)**  
**See Reverse Side For More Information**

## Building Security Systems Manager

**EXAMPLES OF WORK:** (*Illustrative Only*): Manages, coordinates, plans, develops, and supervises all building security management systems functions and services, to include fire/safety systems, card access control systems, surveillance cameras, and electronic intrusion systems; responsible for the safety of employees, facilities, and the public within the security control measures; maintains and manages software for all systems; coordinates systems programs, integrations, and software issues; maintains, configures, troubleshoots, and repairs all security systems and all associated equipment (i.e. security access control systems, panic/alarm systems, emergency phone/intercom system, CCTV security system, security data communication equipment, and electronic key system); develops preventative maintenance programs for all security systems; implements recurring maintenance schedule; monitors security systems/equipment life cycle to determine replacement; oversees the installments of low voltage wiring according to state and local codes; conducts inspections of facilities to ensure performance standards; ensures Sheriff's Office facilities are secured after repairs and/or services rendered; develops and operates an automated work orders request system; receives, prioritizes, coordinates, and responds to work orders requests; monitors progress of requests and maintains a tracking system; develops, implements, and analyzes goals, objectives and operating procedures; analyzes performance, monitors the effectiveness of services, and responds to complaints; develops and makes recommendations on operational policies and procedures; oversees the activities of support personnel; assigns, trains, evaluates, mentors, and disciplines personnel; determines work schedules and prioritizes projects; recommends selection and training of personnel; facilitates staff meetings; ensures personnel complies with County's and department's directives and regulatory requirements; consults and advises command staff of building security management systems related activities/issues, participates and offers support and guidance; analyzes, evaluates, and makes recommendations on safety and security issues, vendor proposals, industrial changes, preventive maintenance, developments, and improvements; manages the building security management systems budget in the areas of development and forecasting expenditures; manages the processing of requisitions through required review and approval process; oversees supply/equipment inventory and purchasing; ensures servicing and availability of a variety of equipment, hand and power tools; adheres to safety procedures in work areas and in performance of work assignments; promotes a culture of safety; coordinates and confers with external vendors, consultants, and/or project teams; orders and coordinates materials/supplies from outside vendors; prepares and maintains a variety of reports, records and files related to personnel and building security systems activities; responsible for records keeping requirements; serves as a liaison and manages relationships with internal and external departments and agencies; represents the department on various committees and meetings; reviews and maintains informed of current trends in the building security systems industry; ensures compliance with industry standards; undertakes special projects as assigned; regular and reliable attendance is required; performs other duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES:

**Knowledge of:** County policies and procedures; Sheriff's Office policies and procedures; building management systems, fire/safety systems, card access control systems, surveillance cameras, and electronic intrusion systems; low-voltage and communication wire installation; commercial fire safety code, policies and procedures; occupational hazards and safety precautions; Uniform Building Code; principles and practices of management and supervision; current trends in all aspects of building security systems; budget principles and practices.

## Building Security Systems Manager

**Skills in:** analyzing and evaluating operation's needs, identifying problems, and developing feasible solutions; principles and practices of supervision, training, and performance management; planning, organizing and accomplishing assignments with minimum supervision; assessing and prioritizing multiple tasks, projects and demands; ensuring compliance with safety security protocols; compiling statistical information and preparing technical reports; reading blueprints, specifications, and sketches; using test instruments related to trade; exercising good judgment in safekeeping confidential or sensitive information; maintaining complete and accurate records and preparing clear and concise reports; operating computerized technology and job-related software applications.

**Ability to:** plan and establish goals and objectives, and provide strategic direction; develop and implement operational/administrative procedures and analyze their effectiveness and efficiency; direct, train, motivate, evaluate, mentor and supervise personnel; plan, prioritize, manage, and respond to multiple assignments; exercise sound independent judgment in interpreting and applying office policies and procedures; effectively and efficiently operate tools, equipment, and materials relating to building security management systems, fire/safety systems, access control equipment, surveillance cameras equipment, and electronic intrusion systems; research and recommend the purchase of new equipment, services, and supplies; ability to work independently with minimal supervision; maintain security of confidential information; follow written and verbal instructions; establish and maintain effective working relationships with supervisors, employees, contractors, vendors, and other County agencies; communicate clearly and concisely, both orally and in writing, and explain information in a clear and understandable manner to non-technical persons; perform the essential functions of the position with or without a reasonable amount of accommodation.

### Work Environment/Physical Demands:

- Work is mainly performed in a general office environment and in a secure detention facility.
- Indirect inmate contact.
- May work non-standard hours during an emergency.
- Exposure to dust, pollen, noise, varying and extreme weather conditions, and hazardous materials.
- Occasional lifting, carrying, pushing, and/or pulling.
- Some stooping, kneeling, bending, crouching and/or crawling.
- Visual and muscular dexterity to operate: computer, telephone, hand tools, and equipment.
- Operate a motor vehicle and travel to/from various locations.

EOE/AA/ADA/M/F/V/D  
DRUG FREE WORKPLACE

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