

**Manager, Electronic Safety & Security  
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=263016>

Downloaded On: Sep. 26, 2025 3:17pm

Posted Sep. 26, 2025, set to expire Nov. 29, 2025

**Job Title** Manager, Electronic Safety & Security  
**Department** Campus Security  
**Institution** Austin Community College  
Austin, Texas

**Date Posted** Sep. 26, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/6592129>

**Apply By Email**

**Job Description**

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**Manager, Electronic Safety & Security**

**Austin Community College**

**Job Posting Closing Times:** Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

**Job Posting Title:**

Manager, Electronic Safety & Security

**Job Description Summary:**

Under the direction of the Director of Campus Security, the Manager of Campus Electronic is responsible for working with and supervising a team of Campus Electronic Security Technicians in their duties related to skilled security technician work. This includes the installation, alteration, and maintenance (service/repair) of all security-related systems at Austin Community College (ACC). The Manager is charged with resolving immediate operational and/or safety concerns, maintaining a preventive maintenance program, and assisting other skilled trades.

**Job Description:**

**Description of Duties and Tasks**

- Supervises, trains, coaches, directs, coordinates, and disciplines assigned staff while adhering to

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- organizational human resource policies and procedures as well as related employment laws.
- Recommends hire and termination personnel actions for positions supervised.
- Assists in the development of training programs for employees.
- Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action, and/or complying with health and safety regulations.
- Prepares documentation in a variety of written and electronic formats (e.g., daily paperwork/log, time and materials, key and material records, key inventory, etc.) for the purpose of providing written support in compliance with regulations and/or conveying information.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Performs service/installation of access control, intrusion alarm, closed circuit television systems, and other various security-related systems.
- Evaluates, diagnoses, troubleshoots systems, and performs repairs as necessary.
- Performs computer program entry as required to add closed circuit television cameras, access control devices, and intrusion alarm systems as needed.
- Performs upgrades and additions to systems in order to increase functionality and usability.
- Responds to emergency situations as needed (including after-hours) for the purpose of resolving immediate safety/security concerns.
- Transports a variety of items (e.g., tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at the job site.
- Assists other trades personnel as may be required for the purpose of supporting them in the completion of their work activities (i.e., coordination with electricians, locksmith, carpenters, etc.); works with subcontractors as assigned.
- Attends meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Other duties as assigned.

### **Knowledge/ Skills**

- Familiarity with local, state, and federal codes as they apply to security and life safety equipment.
- Intermediate general knowledge of current security technologies including surveillance, access control, and emergency notification technologies.
- Intermediate knowledge of computer systems, networks, and information technology-related

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systems.

- Intermediate knowledge of structured cabling.
- Effective communication and interpersonal skills, including tact and diplomacy.
- Effective organization and planning skills including attention to detail and follow-through.
- Maintain an established work schedule, including some evenings and weekends.
- Maintaining confidentiality of work-related information and materials.
- Ability to select the proper type of cable and perform installation in plenum or non-plenum rated environments.
- Mechanical aptitude.
- Ability to communicate in a concise and effective manner.
- Ability to understand and follow instructions precisely.
- Ability to read blueprints, architectural, mechanical, and electrical documents.
- Ability to work independently.
- Ability to use test equipment such as multimeter, signal tone generator, oscilloscope, and time-domain reflectometer.
- Ability to safely operate an ACC vehicle.

**Required Work Experience**

- Five (5) years related work experience.
- Minimum two (2) years of Supervisory Experience.

**Preferred Work Experience**

- Seven (7) years related work experience.
- Experience with Genetec and Ccure software as well as Axis, Hanwha, Gai-tronics, and AiPhone equipment.

**Required Education**

- Bachelor's degree.

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Additional related work experience may be substituted of bachelor's degree requirement.

**Preferred Education**

- Bachelor's degree in Mechanical, Electrical or Electronic technology
- ITIL Foundation Certification or higher

**Special Requirements**

- Reliable transportation for local Austin area travel.
- Valid DPS Security Individual Registration.

**Physical and Safety Requirements**

- Ability to perform tasks requiring bending, stooping, kneeling, standing, and walking significant distances.
- Ability to work from ladders and scaffolds or at heights above 30 feet.
- Lifting up to 35 pounds.
- Ability to safely use hand and power tools.
- Visual ability (uncorrected or corrected) to observe and detect signs of dangerous obstacles at a distance of 30 yards and to verify written information at a close range.
- Ability to hear horn and/or warning devices at a distance of 30 yards.
- Ability and willingness to work safely and follow safety rules, report unsafe working conditions and behavior, and take reasonable and prudent actions to prevent others from engaging in unsafe practices.

**Salary Range**

\$88,465 - \$110,581

**Number of Openings:**

1

**Job Posting Close Date:**

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October 8, 2025

**Clery Act**

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

**Disclaimer**

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

**To apply, please visit:** [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Manager--Electronic-Safety---Security\\_R-8215](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Manager--Electronic-Safety---Security_R-8215)

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Campus Security  
Austin Community College

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