



POSITION: Security Systems Coordinator
DEPARTMENT: Security
REPORTS TO: Security Systems Manager
FLSA STATUS: Salaried/Exempt

Summary

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Security Systems Coordinator at the McCormick Place Convention Center. Reports to the Security Systems Manager and is responsible for maintaining the security network and electronic systems for facility access for the Security Department.

Essential Duties and Responsibilities

- Responsible for maintaining the security systems network, including cameras, access control, and central control systems.
- Stays current with installation, programming and maintenance of electronic key systems.
- Creates key cards and access codes based on operational needs.
- Plans, develops and implements new methods and procedures designed to improve security Access processes, minimize operating costs and provide efficient response time to requests.
- Coordinates with facility operations to create and maintain efficient security measures.
- Schedules repairs, maintenance and installations of cameras, readers and door lock mechanisms.
- Serves as back up to the Security Systems Manager.
- Ensures all equipment and system platforms are functional and secure.
- Develops access control project plans. Defines scope of work and material requirements.
- Designs an implementation of access control procedures.
- Manages McCormick Square special projects as assigned.
- Works independently across organizational lines developing and implementing security systems.
- Performs other job-related duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- Bachelor's Degree required or combination of education and work experience may be considered.
- Two-three years of increasing responsibility in complex technical environment.
- Experience in the installation and deployment of Access Control Systems, and Video Management systems is strongly encouraged. Cisco Certified Network Associate certification is required.

Skills and Abilities

- Expert level experience in security systems and access control technology required.
- Strong verbal, written, communication skills and interpersonal skills, and a commitment to quality and customer service required.

Computer Knowledge

Experience with Windows operating systems. Experience with enterprise level database applications
Knowledge of TCP/IP network required.

Certificates, Licenses and Registrations

Cisco CCNA Certification required.
Genetec Certification preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision for key systems, along with repair, review of programs and data reporting for long periods of time. Walking for 8-10 hours per day.

Hours of work and travel requirements

This position will generally work standard business hours, but the candidate must be able to work flexible work hours (weekends and evenings) commensurate with event schedules and event needs.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Please use the below link to apply:

External Candidates:

https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Security-Systems-Coordinator_R10012862

Internal Candidates:

https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Security-Systems-Coordinator_R10012862

Recruiter- Shalanda Hedrick
McCormick Place – ASM Global
301 E. Cermak Rd, Chicago, IL. 60616

Applicants that need reasonable accommodations to complete the application process may contact 312.791.7000.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

We will accept applications from 07-28-22 and until position is filled.