

**Oregon State Legislature
Security Operations Coordinator
Job Description**

Classification Title	Security Operations Coordinator		
Job Code:		Job Family:	Legislative
Pay Grade	08	Date Reviewed:	
FLSA Status	Non-Exempt	Date Revised:	Dec. 2025

GENERAL SUMMARY

The Security Operations Coordinator supports the daily execution of the Legislative Capitol's security program, with a focus on maintaining the continuous functionality of all Electronic Security Systems (ESS), including Access Control Systems (ACS), sensors, CCTV, and Intrusion Detection Systems (IDS). The coordinator implements security policies and procedures, ensures regulatory compliance, and provides direct operational support to stakeholders. Reporting directly to the Security Manager, this role assumes operational oversight during their absence to maintain continuity and responsiveness.

The coordinator develops and maintains security policies and Standard Operating Procedures (SOPs), applying critical thinking and technical analysis to ensure alignment with NIST, CISA, DHS, and ASIS standards. Key responsibilities include conducting risk assessments, integrating best practices into the Capitol Security Plan, and managing emergency response and access control protocols. A foundational understanding of project management is essential for leading system upgrades, technology deployments, and compliance initiatives.

REPORTING RELATIONSHIP

Reports to the Security Operations Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Oversees and coordinates the execution of the day-to-day security program, including the tactical implementation of all physical security operations, public screening, contracted security services, access control, and alarm monitoring, ensuring alignment with policy.
2. Develops and maintains incident response protocols for security events, coordinating multi-agency response during emergencies, and acting as the primary security liaison for staff, occupants, vendors, and the public to communicate protocols and manage immediate concerns.

3. Serve as the lead technical coordinator for all physical security and ECC platforms (e.g., ACS, CCTV, IDS), conducting advanced system diagnostics, troubleshooting complex issues, and ensuring continuous functionality and regulatory compliance.
4. Conducts data analysis on ESS operations (e.g., alarm rates, system failures, response times) to generate formal performance reports and data-driven recommendations supporting long-term departmental planning and resource optimization.
5. Independently oversees and runs multipart security projects such as infrastructure upgrades, applying basic project management principles (scope, timeline, risk identification, stakeholder communication) to ensure deliverables meet security and operational requirements.
6. Administers access credentials (keycards, hard keys, ACS programming) and implements and monitors adherence to site-specific infrastructure access and badging standards.
7. Analyzes, drafts, and implements security-related policies and Standard Operating Procedures (SOPs), managing documentation lifecycles, training staff, and verifying consistency with best practices.
8. Manages work orders and routine operational or compliance issues.
9. Assists leadership and staff during emergency activations and security incidents.

KNOWLEDGE, SKILLS & ABILITIES.

- **Knowledge of:**

- Complex physical security systems (ESS) architecture and maintenance processes
- Principles of project management and the application of industry best practices (e.g., NIST, CISA, ASIS) to security operations
- Post-incident reviews and corrective actions
- Data integrity standards, performance metrics (KPIs), and formal post-incident review methodologies.
- Contracted security service compliance, vendor oversight, and technical inspection protocols.
- Access control systems, detailed badging standards, and alarm activation/response protocols.
- Emergency communications systems, multi-agency coordination, and regulatory guidelines for incident response

- **Skill in:**

- Managing physical security operations, supervising vendors and aligning operations
- Troubleshooting, diagnosing basic ESS system issues and coordinating system maintenance

- Effective communication, serving as a liaison with diverse internal and external stakeholders.
- Planning and executing incident response protocols, security drills, and staff training programs.
- Project management and maintaining documentation
- Operating emergency notification systems

- **Ability to:**

- Run security-related operational/technical projects successfully, provide updates, and verify implementation
- Coordinate multi-agency incident response and support emergency activations/drills
- Implement operational and contractual policies with security service providers
- Apply critical thinking and problem-solving in dynamic security environments
- Demonstrate attention to detail in all program and system management tasks

MINIMUM JOB REQUIREMENTS

Bachelor's degree in criminal justice, security management administration, Security System Technology or a related field and three (3) years of relevant experience.

An equivalent combination of education and experience sufficient to demonstrate ability to perform the duties of the position may be considered.

OTHER PREFERRED REQUIREMENTS

- Law enforcement or military security/police background with expertise in Electronic Security Systems
- CPP (Certified Protection Professional) or PSP (Physical Security Professional)
- Basic understanding of project management methodologies (e.g., waterfall, Teams, Agile).

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class have good working conditions relatively free from unpleasant environmental conditions or hazards. Office environment.

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.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.