

## **Systems Administrator – Building & Security Systems**

The Systems Administrator is the community administrator and liaison for Cranbrook's safety, network cable infrastructure, and building automation systems. These systems include, but not limited to, door access, IP video surveillance, mass notification, network infrastructure management, visitor management, and battery backup (UPS) systems. The Administrator will ensure the systems and equipment are running optimally and in accordance with Cranbrook's policies and procedures.

### **Responsibilities include:**

- Design, develop, and implement solutions for security system installations, upgrades, and change outs.
- Maintain the ongoing reliability, performance, and support of the Safety and Security, Building Automation, and the IT Infrastructure Management Systems.
- Perform network cable installation, termination, and testing to support user and device adds/moves/changes.
- Develop and implement training programs for all users of the various security systems.
- Design and develop reports showing system access, hardware inventory, status of devices, job aids, procedure manuals, etc.
- Coordinate with vendors and contractors to schedule projects; ensure timeline objectives and goals are met; evaluate and compare services, as well as inspect the project for quality assurance.
- Additional duties as assigned.

### **Requirements:**

- High school diploma or GED required.
- A four year degree in Computer Science, or the equivalent combination of experience and education is required.
- Experience installing, programming and servicing electronic security systems, including card access, electronic door hardware, and IP camera systems.
- A thorough knowledge of electrical/electronic components and equipment including the use of special instruments for diagnostic purposes.
- Must be familiar with and understand applicable codes and regulations.
- Must demonstrate project management experience.
- Requires skill in interpreting blue prints, floor plans, specifications, and contract documents.
- A thorough knowledge of Windows and Linux operating systems, and computer hardware.
- A thorough knowledge of computer networking as it relates to electronic security systems.
- In depth knowledge of door access and building alarm components and their use.
- Knowledge in writing technical manuals and procedures.
- Knowledge of SQL databases, IT network design, and server configurations.
- Experience in converting local security systems to an enterprise wide version.
- Must be able to work well with all levels of personnel whether individually or in a team environment, especially must be able to interface and communicate with users in order to assist with repairs and troubleshooting.
- Requires a valid Michigan driver's license with satisfactory driving record.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement. We also offer generous paid time off, 10 paid holidays and 3 optional holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or fax (248) 645-3014, or email [humanresources@cranbrook.edu](mailto:humanresources@cranbrook.edu).