



Cow Creek Gaming & Regulatory Commission

Surveillance Systems Manager

Job Code: 3455
Department: Gaming Commission
Location: Canyonville, OR
Minimum Hourly: \$37.77

POSITION PURPOSE:

Responsible for the support, maintenance and repair of the CCTV system and all related equipment. Responsible for the technical and network facet of the surveillance department: to plan, organize and complete technical assignments as assigned by the Director of Surveillance/Surveillance Manager. Train and supervise Surveillance System Technicians in all essential functions. This position reports to the Executive Director in the absence of the Director of Surveillance/Surveillance Manager.

ESSENTIAL FUNCTIONS:

- Inspection, testing, alignment, repair, install and maintain proper operation of the surveillance and security departments closed circuit television and related equipment.
- Monitors network hardware and software event logs for system failures, improper configuration, or security violations, analyzes events for cause, and recommends corrective action or measures to management.
- Documents and maintains the network infrastructure and connections.
- Analyzes, tests, and makes recommendations for network hardware and software purchases.
- Development and implementation of preventative maintenance programs designed to eliminate system failures.
- Maintain required logs accurately.
- To document listings of camera locations, angles, types of connections, power sources, equipment, lens sizes, serial numbers etc.

- Maintain spare parts and equipment inventory.
- Ensure compliance of all Tribal, State and Federal rules and regulations related to gaming.
- Provide training and supervision of a surveillance system tech in all essential functions.
- Develops and maintains vendor relationships as needed and coordinates purchases and/or work as required.
- Maintain confidentiality with verbal, written and electronic information. Limit access to information on a job-related, need-to-know basis.
- Completes special assignments as assigned by the Executive Director and/or the Director of Surveillance/Surveillance Manager.
- To document these events and report all usual or suspicious events or activities to the Executive Director and/or Director of Surveillance/Surveillance Manager.
- All other related and compatible duties as assigned by the Executive Director and/or Director of Surveillance/Surveillance Manager.

QUALIFICATIONS:

- Bachelor of Science in Computer Information Systems or equivalent mix of experience and certification/ degree required.
- 5 years of experience in hands-on administration of network systems and enterprise applications required.
- 5 years CCTV experience
- Working knowledge of electrical and closed-circuit television system.
- Able to work in a team environment and direct work of other assigned technicians.
- Ability to work under pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Excellent interpersonal and organizational skills.
- Must be 21 years of age or older.
- Current and valid Oregon Driver's License with the ability to qualify for the UIDC's Drivers Program.
- Must have the ability to obtain a Class III Gaming License.