

**DEPARTMENT:** INFORMATION TECHNOLOGY DEPARTMENT  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** FEBRUARY 9, 2026

**SURVEILLANCE SYSTEMS SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** The position is responsible for the design, implementation, maintenance, and monitoring of the County's video surveillance systems and related infrastructure. The work involves managing IP-based camera systems, video management software (VMS), storage solutions, and system security. The incumbent collaborates with Information Technology (IT), facilities, and security teams to ensure reliable and secure surveillance coverage across all sites. Work is performed under the general supervision of a Project Manager, Network Administrator or the IT Director with latitude permitted for the exercise of independent judgment and decision-making in accordance with established rules, policies, procedures, and laws. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Collaborates with Risk Management, Public Works, Human Resources, and other departments to define security camera requirements for county facilities;
2. Designs camera network and communications infrastructure to ensure the effective use of county resources and high value surveillance;
3. Coordinates with vendors and contractors to estimate, procure and coordinate the installation, upgrade, and repair of surveillance systems;
4. Applies Information Technology Department Cybersecurity standards to surveillance systems, including cameras, servers, and VMS;
5. Monitors system performance and ensures continuous operation of surveillance infrastructure;
6. Manages video storage systems, including performance tuning, retention policies, backups, and archiving;
7. Troubleshoots and resolves hardware, software, and network issues related to surveillance systems;
8. Tracks asset lifecycle and manages system replacement schedules;
9. Ensures compliance with privacy laws, data retention policies, and organizational security standards;
10. Maintains accurate documentation of system configurations, camera locations, and maintenance logs;
11. Provide technical support and training to staff on the use of surveillance systems;
12. Conducts regular audits and assessments to identify vulnerabilities and recommend system improvements;
13. Responds to requests for video footage retrieval and assists with investigations as assigned;
14. Stays current with emerging surveillance technologies and recommends system enhancements;
15. Manages data and voice wiring projects to ensure vendors adhere to contract and technical standards.

**CONTINUED**

## **SURVEILLANCE SYSTEMS SPECIALIST CONTINUED**

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Thorough knowledge of the design, implementation, and maintenance of IP-based surveillance systems, VMS platforms, and network video recorders (NVRs); good knowledge of modern computer technology, networks, hardware, and software related to video management and surveillance systems; good knowledge of cybersecurity principles, privacy laws, data retention policies, and organizational security standards related to video surveillance systems; working knowledge of data and voice networking concepts, including PoE, VLANs, and bandwidth management; skill in the use of video surveillance systems and related computer technology at an acceptable rate of speed and accuracy; solid organizational and communication skills; ability to design, implement, maintain and monitor surveillance equipment and related infrastructure; ability to diagnose and resolve technical issues related to surveillance hardware and software; ability to understand and follow verbal and written instructions; ability to communicate effectively; ability to maintain records, prepare reports, and document surveillance system activity; ability to work independently as well as collaboratively with cross-functional teams; ability to maintain strict confidentiality; ability to multitask and prioritize; attention to detail; sound professional judgement; integrity; tact and courtesy; initiative and resourcefulness; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

**PROMOTIONAL QUALIFICATIONS:** Two (2) years of permanent status as a Junior Network Administrator or Computer Technician II in the Niagara County Information Technology Department immediately preceding the date of examination.

### **OPEN COMPETITIVE:**

Graduation from high school or possession of an equivalency diploma and one of the following:

1. Bachelor's Degree in computer science, information technology, or a related field **and** two (2) years of paid full-time experience in network installation and maintenance, LAN/WAN configuration, cabling and hardware setup, and remote access and network security. Experience must have involved video surveillance systems and related infrastructure; **OR**
2. Associate's Degree in computer science, information technology, or a related field **and** four (4) years of experience as described in #1 above; **OR**
3. Six (6) years of experience as described in #1 above.

### **SPECIAL REQUIREMENT:**

Candidates must possess a valid New York State Driver's license at time of appointment and throughout the duration of employment. Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

**NOTE:** Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.