

**THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO  
JOB DESCRIPTION**

8/01/07

**ACCESS CONTROL COORDINATOR**

**FLSA: EXEMPT**

**Job Code: 6304**

**SUMMARY**

This position is responsible for supervising clerical staff and operations in an organizational unit of the Police Department on the San Antonio, Edinburg, Laredo and Harlingen campuses. Responsibilities include performing day to day supervision of UT Police Key, identification badge system, Lock Shop and Access Control personnel and operations.

**DUTIES**

Performs a combination, but not necessarily all, of the following duties:

- Determines work priority and schedules duties of staff in Key and Lock Shop offices.
- Reviews various working procedures and makes changes as needed.
- Makes independent decisions not subject to review of a supervisor on a day to day basis.
- Manages and oversees the issuance of keys, identification badges, and card access (card readers) to all faculty, staff, students, affiliated and non-affiliated personnel.
- Manages the maintenance of keys, identification badges, and access control records and reports.
- Supervises the collection and deposits of all collected deposits, fees, and fines.
- Supervises Lock Shop work orders and job orders and bills departments for work done
- Prepares and generates financial reports concerning keys, identification badges and Lock Shop work orders.
- Hires subordinate clerical personnel, trains, disciplines, sets priorities, and evaluates performance of subordinate personnel.
- Acts as a liaison between clerical staff and the professional, technical, and managerial staff.
- Performs duties of subordinate clerical personnel as needed.
- Assist with evidence audits as required. Records and stores evidence and provides information when requested.
- Orders supplies for the division.
- Undertakes special projects as needed.
- Performs other duties as assigned.

**SUPERVISION**

**Received:**

Work is performed under general supervision. Incumbent proceeds on own initiative within policy limits set by the supervisor.

**Given:**

Provides direct supervision to subordinate personnel, and assigns and schedules work activities.

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### **EDUCATION/EXPERIENCE**

High school diploma or GED, with five years experience in bookkeeping, records management, customer support or related field, including one year in a supervisory capacity.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Must be able to plan and determine the specific work methods of subordinates, and be able to supervise the work of others. Must have good verbal and written communication skills. Have knowledge of routine bookkeeping procedures. Must have the ability to resolve customer inquiries and problems. Have knowledge of records management procedures, computer knowledge and ability to use software.

### **EQUIPMENT**

Ability to use standard office and audio-visual equipment.

### **WORKING CONDITIONS**

Work is performed in an office and classroom environment.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time.

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### **IMPORTANT:**

Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of the Assistant Vice President for Human Resources.

In accordance with The University of Texas Health Science Center at San Antonio policy (*HOP-Section4.4.1*), job candidates for all Health Science Center positions must undergo a criminal background check before a job offer is made and before the candidate can begin to work.

Information resources including data, information, technology, and software are University resources and must be protected and used in conformance with all applicable laws and policies in accordance with ITAC 201.13(b) Information Security Standards.