**Keyless Access Administrator II Standard Job Description**

**Classification Title:** Keyless Access Administrator II

**FLSA Exemption Status:** Exempt

**Pay Grade:** 13

**Minimum Pay:** $55,412.00

**Job Description Summary:**

The Keyless Access Administrator II, under direction, is responsible for administering routine keyless systems, related services, and projects. Administers the University video management system and access control system

**Essential Duties and Tasks:**

**40% System Administration and Support**

* Provides specialized support for system administration functions for the institution’s keyless access control system.
* Serves as a technical consultant for the administration of video management systems and access control systems.
* Implements strategies to provide the most secure, functional, and accessible keyless access control systems to customers.
* Assists leadership to develop and implement technical requirements and best practices for the installation and maintenance of keyless access systems.
* Monitors customer service and ensures service level agreements and standards are being met.

**20% Configuration and Implementation**

* Configures new and newly upgraded keyless access systems and provides specialized support for access management systems.
* Implements keyless access administration support standards and executes ongoing system maintenance and upgrades with service providers.
* Assists with recurring administrator training, audit procedures, programming, and documentation.
* Participates in equipment testing, troubleshooting, and installation as needed in compliance with standards.

**10% Coordination and Reporting**

* Works with leadership and other departments to coordinate requirements for keyless systems.
* Generates reports and summaries for management and users, including status reports and system utilization reports.

**10% Incident and Change Management**

* Actively participates in incident, problem, change, and project management processes.
* Assists in the design, acquisition, installation, maintenance, and support of keyless systems across the institution.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree or equivalent combination of education and experience
* Two years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Phone
* Office Equipment

**Physical Requirements:**

* Ability to lift and move heavy objects.
* Ability to climb stairs and ladders.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Persons in this position are considered essential when the University declares an emergency, campus closure, class cancellations, etc., and are therefore required to report to work and remain on duty unless/until relieved by the direct supervisor.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**