



Position Description:

Management Systems Department

Genetec Security Camera & Access Control Administrator

Reports to: Vice President, Management Systems FLSA: Non-Exempt
Work Shift: Mon – Fri 8.5 hours/day

Under the direction of the Vice President of Management Systems for Hudson River Park Trust (the “Trust” or “HRPT”), the Genetec Security Camera & Access Control Administrator is responsible for (1) configuring, operating, and maintaining the park’s security camera and access controls systems; (2) retrieving and storing security camera footage for business practices and legal proceedings; (3) liaising with external State and City agencies and vendors; and (4) providing technical assistance to Trust staff on an as-needed basis.

Background:

The Hudson River Park Trust (The Trust) is a public benefit corporation created by an act of the New York State Legislature and a 501(c) (3) charitable organization. The mission of the Trust is to design, construct and maintain a prominent, and very heavily used, four-mile-long waterfront park on the west side of Manhattan. The Park features landscaped public piers and gardens, lawn areas, athletic fields, esplanades, docks, public sculptures and other special features. Also located within the park are several commercial facilities, including the 2,000 space Pier 40 parking garage, the Pier 57 development project site, excursion vessel piers, various restaurant and concession facilities and a large sports complex. HRPT depends on revenue generated from these and other tenants to support its operating expenses.

Responsibilities/Duties:

The Genetec Security Camera & Access Control Administrator is responsible for supporting the Management Systems department in analyzing present practices and implementing solutions geared towards enhancing the organization’s security and access control systems. Duties include, but are not limited to:

Security Cameras:

- Monitor and maintain the security camera network utilizing Genetec software, including:
 - Reviewing daily outage reports and taking corrective action
 - Periodically checking cameras for changes to alignment
 - Monitoring bandwidth rates and adjusting as needed
 - Monitoring camera server storage consumption
 - Periodically check nighttime video quality on all cameras
- Conduct preliminary troubleshooting on camera outages
- Download videos as needed or upon request

- Review block diagrams and request updates when needed
- Coordinate new installations, systems maintenance and service repairs
- Configure new cameras and servers
- Liaison with security camera contractors, NYPD LMSI, and internal departments
- Serve as Genetec system administrator

Access Controls:

- Provide helpdesk support for issuance of new access control cards
- Support ID Card Printing Machine
- Update lock/unlock schedules for doors
- Make modifications to user groups
- Monitor cloudlink status on daily basis and take corrective actions when needed
- Coordinate new installations, systems maintenance, and service repairs

Required Education and Experience:

- Bachelor's degree or higher in public or business administration, information technology, finance or a related area and five (5) years of relevant work experience (a Master's degree in information technology or a related field may be substituted for two (2) years of work experience);
- Excellent organizational and analytical skills;
- Familiarity with public sector procedures and operations;
- Proficiency with SQL and Microsoft SQL Server;
- Proficiency with Genetec Security Center 5.11, Genetec Cloudlinks, Genetec Streamvault Directory Servers and Archivers;
- Proficiency with Citrix and camera KVM;
- Experience working with Axis and Monotix security cameras, Siklu radios;
- Experience working with Mercury Access Control Panel, Best Key Systems, and IDH Max Locksets;
- Proficiency with MS Excel (VBA); Adobe Acrobat;, and/or MS Project; ArcGIS, MS 365, and/or other database platforms are a plus;
- Ability to prioritize tasks in a timely manner within a complex, rapidly evolving, and regulated environment.

Essential Traits:

- Motivated self-starter with ability to work independently
- Sound Business Judgment
- Ethical Conduct
- Strategic Thinking
- Problem Solving/Analysis
- Good Financial and Quantitative Skills
- Collaboration/Congeniality
- Thorough/Detailed/Organized
- Excellent Communication (written and oral)

Compensation/Benefits:

Competitive salary of \$70,000 - \$80,000 annually and excellent benefits package including: paid holidays, generous PTO, medical, dental and vision insurance, and participation in New York State Pension System.

Application Process:

Interested applicants are to submit a cover letter demonstrating their interest in the position and a resume to the Human Resources Department at resumes@hrpt.ny.gov.

Indicate Job Code: 2025 Genetec Security Camera & Access Control Administrator in the subject line of the email.

No phone calls please.

More information on the Hudson River Park is available at:

www.hudsonriverpark.org

The Hudson River Park Trust is an Equal Opportunity Employer

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.