CLASS TITLE: SENIOR SECURITY OFFICER

BASIC FUNCTION:

Under the direction of the Director-Security, lead and participate in monitoring campus parking lots, directing traffic and enforcing College parking and traffic rules and regulations; coordinate response to College security needs and patrol and supervise campus facilities and grounds to assure the well-being and safety of students, staff and visitors in non-classroom activities; train and provide work direction and guidance to assigned personnel.

DISTINGUISHING CHARACTERISTICS:

The Senior Security Officer is the experienced level position in the series. Incumbents perform security and traffic duties independently and serve as a lead over designated incumbents in the Security Officer classification. The Security Officer is the entry-level position in the series. Incumbents perform security and traffic duties under general direction.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead and participate in monitoring campus parking lots, directing traffic and enforcing College parking and traffic rules and regulations; monitor incoming and outgoing traffic; issue citations and prepare related paperwork as needed; coordinate campus security to assure the well-being and safety of students, staff and visitors in non-classroom activities.

Monitor and coordinate response to College security needs and issues; patrol and supervise campus facilities and grounds; investigate and assure proper and timely resolution of unusual, suspicious or criminal activities according to established guidelines and procedures.

Train and provide work direction and guidance to assigned personnel; assign employee duties and inspect work activities to assure compliance with established standards and procedures; provide input concerning employee evaluations as requested; arrange employee schedules as directed.

Identify and respond to campus disturbances, law violations and emergency situations; assure students and visitors comply with campus rules and regulations; notify law enforcement agencies of criminal activity, and Fire Department personnel and paramedics of emergencies as needed.

Protect students, personnel, equipment and property by performing inspections on foot and in patrol vehicles of unsafe conditions, illegal acts and unauthorized persons on and around designated properties.

Provide directions and assistance to students and campus visitors as requested; resolve student and staff issues, complaints and conflicts related to parking; transport disabled students and others and...
provide safety escorts as needed.

Lock, unlock, open and check doors, windows, gates and other entrance and exit accesses to buildings, properties and facilities; set, reset and disarm alarms as needed.

Prepare and maintain various records, logs and reports related to crimes, security incidents, citations, permits and assigned activities.

Operate a variety of security equipment including a two-way radio, electric cart and various hand, power and electronic tools and equipment; drive a vehicle to conduct work.

Order, receive and maintain inventory of security supplies as directed.

Investigate and report instances of graffiti and vandalism.

Provide first aid and CPR services as needed.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
General investigative and law enforcement practices.
College campus, parking and traffic rules and regulations.
Crowd and traffic control techniques.
Operation and safe use of a variety of standard security equipment.
Traffic laws, defensive driving techniques and rules of the road.
Principles of training and providing work direction.
Common building and grounds safety practices.
Oral and written communication skills.
Health and safety regulations.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.
First aid and CPR procedures.

ABILITY TO:
Lead and participate in the monitoring of parking lots, directing of traffic and enforcement of parking and traffic regulations.
Monitor and coordinate response to College security needs and issues.
Patrol and supervise campus facilities and grounds to assure the well-being and safety of students, staff and visitors in non-classroom activities.
Train and provide work direction and guidance to assigned personnel.
Investigate and assure proper and timely resolution of unusual, suspicious or criminal activities according to established guidelines and procedures.
Provide directions, assistance and transportation to students and campus visitors as requested.

February 2014
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Operate a variety of standard security equipment.
Determine appropriate action within clearly defined guidelines.
Observe health and safety regulations.
Work independently with little direction.
Meet schedules and time lines.
Maintain records and prepare reports.
Administer first aid and CPR as needed.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years increasingly responsible security experience including work with a college district or similar organization.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.
Valid First Aid and CPR Certification issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor environment.
Seasonal heat and cold or adverse weather conditions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Standing and walking for extended periods of time.
Seeing to monitor campus activities.
Hearing and speaking to exchange information.
Dexterity of hands and fingers to issue citations and operate security equipment.

HAZARDS:
Potential physical hazards involved in intervening in anti-social, illegal and violent behavior.
Contact with dissatisfied or abusive individuals.