EMPLOYMENT OPPORTUNITY

North Orange County Community College District

1830 W. Romneya Drive, 9th Floor, Anaheim, CA 92801-1819
Telephone: (714) 808-4810  Job Line: (714) 808-4811
E-Mail Address: hr@nocccd.edu  Website: www.nocccd.edu

CAMPUS SAFETY OFFICER
JOB# CCC973
$3,115 - $3,773 per month
(Includes 5% Shift Differential)
(The District pays employee’s portion of PERS retirement contribution)

DATE POSTED: November 16, 2010
CLOSING DATE: December 1, 2010
POSITION LOCATION: Cypress College - Campus Safety Department
SCHEDULED SHIFT: 10:30 a.m., to 9:00 p.m., Monday through Thursday
(STARTING DATE: As soon as possible

TYPICAL DUTIES

Patrol campus and parking lot as assigned on foot, bicycle or in vehicle; respond to emergency and dispatch calls according to District policies and procedures and established guidelines; administer first aid as needed; assist injured individuals. Enforce campus safety, security and traffic/parking rules and regulations, including citation issuance, in accordance with laws, policies and procedures; assure proper signage for parking control, building safety and ensure they comply with established codes; assure installation and maintenance of signs as needed. Monitor buildings, parking lots and grounds for safety hazards and prepare hazard reports; notify appropriate authorities according to established procedures; unlock and secure designated buildings and classrooms, raise and lower flags. Observe report and investigate unauthorized persons or activities on campus, notify appropriate authorities according to established procedures; conduct preliminary investigations and reports. Monitor electronic security systems and emergency telephones; notified appropriate authorities when systems are inoperable. Plan, organize and ensure safe conditions for special activities and events on and off campus, participate in directing traffic flow as necessary; assist visitors, students and staff by providing directions and other assistance as necessary; escort staff from various offices in the delivery of cash receipts to appropriate office; assist students, staff or visitors with inoperative vehicles by providing lockout or battery assistance; contact appropriate emergency road service agency; check parking control devices for proper operating condition and perform minor repair work as necessary. Prepare, complete and maintain a variety of records and reports as necessary including activity log, accident and incident reports; prepare and present oral reports as necessary. Collect and transport monies as directed. Train and provide work direction and guidance to others as directed. Learn and apply emerging technologies as necessary to perform duties in an efficient, organized, and timely manner. Respond to campus emergencies or disasters; investigate and report safety incidents. Perform related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Campus Safety Officer may be required to train and provide work direction to assigned personnel.

QUALIFICATIONS

Education and Experience: High school diploma or equivalent AND certification in 832 PC Laws of Arrest or certificate of CA POST Basic Academy; sufficient related training and experience to demonstrate the knowledge, skills and abilities listed below.

Ability to: Read, learn, understand, explain and apply applicable laws, penal codes, health and safety rules and regulations and other laws, rules, policies and procedures; communicate effectively using two-way radio and telephone and before large groups; operate a vehicle and ride a bicycle; walk and stand for long periods of time; recognize and recall facts, faces, figures, details and discern a wide range of sounds; administer first aid and CPR; plan, organize and prioritize work; meet schedules and time lines; understand and follow oral and written directions; communicate effectively, both orally and in writing; understand scope of authority in making independent decisions; review situations accurately and determine appropriate action according to established guidelines; establish and maintain effective working relationships with others.

Knowledge of: District organization, policies and procedures; law enforcement and security methods; traffic laws and vehicle control procedures; report writing techniques; fire safety equipment; record-keeping techniques.
The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available in the District's Human Resources office.