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 COORDINATOR

JOB# DEC939
$3,195 - $3,863 per month
(The District pays employee’s portion of PERS retirement contribution)

DATE POSTED: September 17, 2012
CLOSING DATE: October 4, 2012
POSITION LOCATION: Anaheim Campus – Campus Safety
SCHEDULED SHIFT: 6:30 a.m. – 3:00 p.m., Monday; 8:30 a.m. – 5:00 p.m., Tuesday – Friday
(Schedule and shift are subject to change in accordance with department needs.)
STARTING DATE: As soon as possible

TYPICAL DUTIES

This position is responsible for organizing and directing various security and general facilities activities; and supervising the work of assigned personnel. Supervise and participate in various security and general facilities activities; perform regular security and safety inspections on foot or in a vehicle. Plan and organize security for special events; assure parking control signs and markings comply with established codes. Supervise and direct in the collection of monies and receipts from various locations and the delivery to designated locations. Communicate with various public safety agencies, vendors and others to provide and receive information and assistance. Respond to a variety of reported crimes, disturbances and incidents; assist in the investigation and interview witnesses as directed by outside law enforcement agencies. Prepare, maintain, and review a variety of logs, records and reports including daily activity logs, incident and accident reports and personnel and maintenance records. Supervise and assist in the maintenance and repair of various District equipment including parking meters, assigned vehicles and various equipment. Operate a variety of equipment including motor vehicles, electric carts, two-way radios and small hand tools. Attend a variety of meetings and workshops as required; assure the adequate supply of supplies and equipment. Supervise and coordinate the work schedules and assignments of security personnel; may evaluate the work of assigned personnel; participate in the selection of personnel as appropriate. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Campus Safety Officer Coordinator may be required to respond to calls for medical aid and administer first aid as needed.

QUALIFICATIONS

Education and Experience: High school diploma or equivalent AND minimum of three (3) years experience as a security guard AND certification in Penal Code 832 Course or CA POST Basic Academy.

Knowledge of: District organization, policies and procedures; law enforcement and security methods; traffic laws and vehicle control procedures; basic investigation techniques and procedures; record keeping techniques; the principles and practices of supervision and training.

Ability to: Plan and organize security for special events; enforce pertinent laws, rules, and regulations with tact, firmness and diplomacy; operate, service and make minor repairs on equipment; work independently with little direction; analyze situations accurately and adopt an effective course of action; recognize and recall facts, faces, figures, details and discern a wide range of sounds; maintain records and prepare reports; administer first aid and CPR; plan, organize and prioritize work; meet schedules and time lines; understand and follow oral and written directions; train and direct the work of others; establish and maintain effective working relationships with others.

Licenses and other requirements: (1) Certification of Penal Code 832 Course or CA POST Basic Academy. (2) A valid California Driver’s License. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0). (3) First Aid and CPR Certification issued by the American Red Cross.
Note: Additional professional training may be required by the district after employment to meet statutory employment requirements.

WORKING RELATIONSHIPS

The Campus Safety Officer Coordinator maintains frequent contact with various District departments and personnel; faculty, students, the public; and appropriate law enforcement and public agencies.

WORKING CONDITIONS

Indoor and outdoor environment under various weather conditions; subject to occasional lifting (up to 50 lbs. unassisted) or carrying, running, or climbing stairs, ladders, fences and walls; subject to working with individuals displaying antisocial or criminal behavior.

APPLICATION PROCEDURE

Applicants MUST submit the following items:

1) District Classified Application *(All sections must be completed.)*
   → Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.

2) Copy of Certificate of Completion in Penal Code 832 Course OR CA POST Basic Academy.

3) Copy DMV record (5-year history); Obtain by submitting “Request for Your Own Driver License/Identification Card Information Record” (Form INF 1125) at local DMV office.

4) Copy of valid First Aid Certificate.

5) Copy of valid CPR Certificate.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job # DEC939, Campus Safety Officer Coordinator, in all correspondence. You may include cover letters, resumes, letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission. THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE

Completed applications must be received in the Human Resources office on or before October 4, 2012, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered. The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.