EMPLOYMENT OPPORTUNITY

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

FACILITIES SECURITY OFFICER
JOB #DEC958
$2,719– $3,293 per Month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: April 26, 2007  100% Position, 12 MONTHS PER YEAR
CLOSING DATE: May 22, 2007
POSITION LOCATION: Anaheim Campus
SCHEDULED SHIFT: 6:30 a.m. to 3:00 p.m., Tuesday through Friday
8:30 a.m. to 5:00 p.m., Saturday
(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 providing security and protection to students, personnel, property, facilities and grounds of the assigned campus, and enforcing applicable local, State and Federal public safety laws, regulations and ordinances. Patrol campus and parking lots as assigned on foot and in vehicle; make weekend rounds as required. Respond to emergency and dispatch calls according to District policies and procedures and established guidelines. Check doors and windows to assure they are securely locked; check exit gates for proper operating condition and perform minor repairs to buildings, equipment, plumbing fixtures and systems, furniture and other facilities minor repair work as necessary. Inspect buildings and grounds for safety hazards and evidence of vandalism, theft or burglary; extinguish fires and remove safety hazards as required; observe and check for unauthorized persons or activities on campus; notify appropriate authorities according to established procedures. Enforce campus police and security rules and regulations; assure parking control signs and markings; comply with established codes and install and maintain signs as needed. Open and close campus; raise and lower flags; assist visitors, students and staff by providing directions and other assistance as necessary. Plan, organize and provide security for special activities and events on and off campus; participate in directing traffic flow as necessary; enforce traffic safety regulations. Assist in various campus activities such as delivering supplies, setting up and taking down facility equipment, moving furniture and setting up equipment as necessary; assist medical personnel with sick or injured students; assist in collecting various monies and tokens as assigned and deliver to appropriate office. Operate, maintain and service assigned district vehicles; operate a variety of tools and equipment including small hand tools, two-way radio and electric carts. Prepare and maintain a variety of records and reports including activity records and accident and incident reports; prepare and present oral reports as necessary. Learn and apply emerging technologies 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 Facilities Security Officer may be required to respond to calls for medical aid and administer first aid as needed.

QUALIFICATIONS:
Knowledge of: Oral communication skills; interpersonal skills using tact, patience and courtesy; basic first aid; record-keeping techniques.
Ability to: Read, learn, understand, explain, and apply applicable laws, penal codes, health and safety rules and regulations; make oral reports using two-way radio and telephones and before large groups; recognize and recall facts, faces, figures, details and discern a wide range of sounds; establish and maintain records and make detailed, concise written reports; provide basic first aid; direct traffic and operate a vehicle observing legal and defensive driving practices; effectively utilize fire and safety equipment; understand and work within scope of authority; walk and stand for long periods of time, run, climb stairs, ladders, fences and walls; plan, organize and prioritize work; meet schedules and time lines; understand and follow oral and written directions; establish and maintain cooperative and effective working relationships with those contacted in the course of work.

OVER
Education and Experience: High school diploma or equivalent; sufficient training and experience to demonstrate the knowledge and abilities listed in this form.

SPECIAL REQUIREMENTS:
- A valid California Driver’s License;
- First Aid and CPR Certification issued by the American Red Cross
- A valid electric cart certification

WORKING RELATIONSHIPS:
The Facilities Security Officer maintains frequent contact with various District departments and personnel; faculty, students and the public, and appropriate law enforcement and public agencies.

WORKING CONDITIONS:
Indoor and outdoor environment under various weather conditions; subject to occasionally 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:
• DISTRICT CLASSIFIED APPLICATION REQUIRED (All sections must be completed)

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 #DEC958, Facilities Security Officer, 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 May 22, 2007, 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. All employees driving either their own, leased, or district owned vehicles for District related activities must certify that they possess a valid California Drivers License. Employees must certify that their vehicle is covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

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