

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Campus Safety Officer Coordinator	Range:	34
Date Revised:	July 22, 2003	Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

This position is responsible for organizing and directing various security and general facilities activities; and supervising the work of assigned personnel.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Supervises and participates in various security and general facilities activities; performs regular security and safety inspections on foot or in a vehicle.
2.	Plans and organizes security for special events; assures parking control signs and markings comply with established codes.
3.	Supervises and directs in the collection of monies and receipts from various locations and the delivery to designated locations.
4.	Communicates with various public safety agencies, vendors and others to provide and receive information and assistance.
5.	Responds to a variety of reported crimes, disturbances and incidents; assists in the investigation and interviews witnesses as directed by outside law enforcement agencies
6.	Prepares, maintains, and reviews a variety of logs, records and reports including daily activity logs, incident and accident reports and personnel and maintenance records.
7.	Supervises and assists in the maintenance and repair of various District equipment including parking meters, assigned vehicles and various equipment.
8.	Operates a variety of equipment including motor vehicles, electric carts, two-way radios and small hand tools.
9.	Attends a variety of meetings and workshops as required; assures the adequate supply of supplies and equipment.
10.	Supervises and coordinates the work schedules and assignments of security personnel; may evaluate the work of assigned personnel; participates in the selection of personnel as appropriate.
11.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
12.	Performs related duties as assigned.

**OTHER FUNCTIONS**

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

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**WORKING RELATIONSHIPS**

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

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**EDUCATION AND EXPERIENCE**

High school diploma or equivalent  
Minimum of three (3) years experience as a security guard, supplemented by required P.O.S.T. certification

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, policies and procedures  
Knowledge of law enforcement and security methods  
Knowledge of traffic laws and vehicle control procedures  
Knowledge of basic investigation techniques and procedures  
Knowledge of record keeping techniques  
Knowledge of the principles and practices of supervision and training  
Ability to plan and organize security for special events  
Ability to enforce pertinent laws, rules, and regulations with tact, firmness and diplomacy  
Ability to operate, service and make minor repairs on equipment  
Ability to work independently with little direction  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to recognize and recall facts, faces, figures, details and discern a wide range of sounds  
Ability to maintain records and prepare reports  
Ability to administer first aid and CPR  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to train and direct the work of others  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

Possession of a certificate of completion of Penal Code 832 Course  
A valid California Driver's License  
First Aid and CPR Certification issued by the American Red Cross

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**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.

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