

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Campus Safety Officer Coordinator	Range:	40
Date Revised:	June 22, 2021; February 14, 2023	Date Approved:	April 8, 2003

### PRIMARY PURPOSE

This position serves as the initial point of contact for inquiry into the Campus Safety office. 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.	Coordinates day to day campus safety department functions including, but not limited to, coordination of campus events, distribution of work assignments, department work schedule, overtime distribution, equipment distribution, time, and attendance. Coordinates officer's logs, incident reports, investigations, safety drills, annual Clery reporting, and compliance measures. Supervises and participates in various security and general facilities activities; performs regular security and safety inspections on foot or in a vehicle. Escort students, staff, and general public as necessary.
2.	Represents the campus safety department in absence of the director of Campus Safety in committee meetings, forums, taskforce, workgroups, and presenting campus safety trainings or presentations.
3.	Plans and organizes staffing security for regular and special events in compliance with rules, regulations, and policies; assures parking control signs and markings comply with established codes. Ensures parking lots are paved and restriped for safety and enforcement. Maintains staff and visitor log as appropriate.
4.	Responsible for responding to matters over the telephone, by radio, and in person, providing routine and emergency dispatching of officers. Coordinates and assigns staff according to priorities to all routine and urgent matters. Ensures and provides expedient response to calls and positive resolution experience.
5.	Communicates with various public safety agencies, vendors, and others to provide and receive information and assistance. Notifies managers and campus executives of emergent or unusual events.
6.	Coordinates and provides response to campus emergencies, crimes, disturbances, or disasters; investigates and reports safety incidents, and works with outside law enforcement agencies. Observes mental health of students and implement intervention if appropriate through campus resources. Coordinates and staff's campus safety measures including but not limited to parking safety, safety drills, emergency exiting/evacuation procedures. Coordinates and staff's the monitoring of electronic security systems, lighting systems, video surveillance systems, fire alarm systems, emergency generators, and emergency telephones; notifies appropriate authorities when systems are inoperable and ensure appropriate corrective actions are implemented when necessary.
7.	Prepares, maintains, and reviews a variety of logs, records and reports including daily activity logs, incident and accident reports and personnel and maintenance records. Responsible for managing calendars, drafting correspondence, tracking/compiling data and statistics required for state and federal reporting.

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8.	Coordinates in the maintenance and repair of various District equipment including parking meters, assigned vehicles, communications equipment and various department equipment. Responsible for maintaining PPE safety equipment, emergency signs, etc. for department and campus.
9.	Operates a variety of equipment including bicycles, motor vehicles, electric carts, two-way radios, cell phones, computers, office equipment, parking meters, and small hand tools. May be responsible for assigning, programming, and maintaining campus issued keys and key fobs using the Lenel Software System. Programs and maintains software for campus safety electronic key box, key box system or similar systems.
10.	Attends and/or presents a variety of meetings and workshops as required; assures the adequate supply of supplies and equipment. Attends and/or presents for professional development training/conferences. Trains campus safety officers ensuring compliance with policy, procedures, and required state and federal mandates. Responsible for designing and delivery of safety training as assigned.
11.	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.
12.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
13.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
14.	Establishes and maintains professional work relationships with campus safety office, campus community, public, and local police/fire agencies.
15.	Performs 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.

**WORKING RELATIONSHIPS**

The Campus 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**

### Minimum Qualifications

Minimum of one (1) year of experience in security/safety AND an associate's degree or equivalent from a regionally accredited institution, with course work in police science, criminology or related field.

Possession of certification in 832 Penal Code Laws of Arrest

Possession of a certification of completion of SB 1626 (State of California)

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

### Desirable Qualifications

Certificate of completion of CA POST Basic Academy or a certification of a police/sheriff academy

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

## **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**

- 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 lifting, pushing, pulling or carrying (up to 50 lbs. unassisted). Requires running, or climbing stairs, ladders, fences, and walls; extended periods of walking and standing; subject to working with individuals displaying antisocial or criminal behavior. Subject to frequent interruptions and shifting priorities. Requires fine and gross motor skills in the use of tools and equipment. Driving required.

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