



Position Description

Position: Campus Security Supervisor	Position Number: 102501
Department: Security Department	FLSA: Exempt
Reports to: Dean of Students	Salary Range: 9

Summary

Under the general direction of the Dean of Students, plan, organize, and supervise the operation of the Security Department; supervise and participate in department activities, including enforcement of parking rules and regulations, state laws, and board policies and regulations; plan, implement and supervise an ongoing program of campus-wide surveillance to ensure protection of lives and property; train, supervise and evaluate assigned department personnel; serve as primary or back-up officer when needed.

Essential Duties and Responsibilities

- Plan, organize and supervise operations and activities of the department.
- Establish department work schedules and the assignment of duties to ensure the effective and efficient operations of the department.
- Provide an ongoing program of campus-wide surveillance to ensure the safety of persons and property.
- Provide appropriate assistance to members of all campus community.
- Respond to disturbances and other emergencies on campus.
- Serve as a primary or back-up officer when needed.
- Participate in the interviewing and selection of department personnel.
- Train and evaluate assigned staff, including student employees, to ensure that all relevant laws, rules and regulations, and board policies and regulations are enforced; provide technical guidance and assist staff in the understanding and enforcement of state laws, local ordinances and board policies and regulations; ensure that department staff are current in required certifications.
- Monitor campus crimes and provide relevant information to campus administration; provide timely information needed for the filing of crime statistics ensuring that required data are complete and accurate.
- Supervise the collection of money for daily parking passes and parking meters.
- Serve as liaison between the campus and local law enforcement agencies.
- Participate in the planning and implementation of college emergency response plans; maintain personally and instill in others a sense of calm during emergencies.
- Manage the department budget; approve expenditures according to established guidelines.

- Establish and maintain a positive tone for the Security Department on campus, compatible with the needs of the campus community and consistent with the goals and objectives of the District.
- Maintain positive working relationships with a variety of organizations and individuals.
- Schedule the repair or replacement of department equipment as needed.
- Maintain a variety of related records and reports.
- Serve on campus committees as appropriate.
- Perform related duties as assigned.



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Qualifications

Knowledge, Skills and Abilities

- Knowledge of State and Federal laws governing the District.
- Knowledge of modern practices in security services for institutions of higher education.
- Knowledge of specific work processes, equipment operation, or a subject matter: Central Communications systems, alarm systems, video equipment, vehicle unlocking tools, "jumper all", standard office equipment (computer, copier, phones).
- Office procedures.
- District policies and regulations.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.

Physical Abilities

- Incumbent must be able to work inside and outdoors engaged in work primarily of an active nature.
- Requires ambulatory ability to stand and walk for extended periods of time, physical strength to carry up to 150 pounds on an occasional basis, and agility to respond to situations.
- Maintain cardiovascular fitness in order to walk and run.
- Requires the ability to use near and far visual acuity to observe campus activity and read reports and written instructions.
- Requires the ability to use hearing for ordinary conversation and to hear other sounds in order to respond to normal and emergency situations.

Education and Experience

- Possession of a bachelor's degree and five years responsible security work in a similar environment. One year experience in a supervisory role.

Licenses and Certificates

- Valid California driver's license required. Completion of School Security Officers' Training as required by Ed Code 72330.5 (or Ed Code 38001.5), Certificate for PC 832 (or, if you are currently a Citrus College Campus Security Officer or Guard, PC 832.2 may meet this requirement) and a valid First Aid and CPR Certificate issued by an authorized agency.

Working Conditions



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- Work is performed indoors and outdoors where safety and health considerations exist from temperature extremes, physical effort, and dangerous incidents.