

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 1999**

**CAMPUS SECURITY OFFICER IN CHARGE**

**FLSA STATUS: EXEMPT – PAY GRADE: 17 - C**

**GENERAL STATEMENT OF JOB**

The Campus Security Officer in Charge has responsibility for all campus security issues including the safeguarding of campus facilities, materials, equipment, employees, and students. Employees in this class administer the security programs of each campus in order to meet the established goals and objectives of the educational institution. They must be able to perform tasks under stress and in emergency situations.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Organize, supervise and evaluate security personnel and their job performance; schedule and assign personnel to ensure campus staffing levels are adequate.

Coordinate and/or conduct criminal and non-criminal investigations; review incident reports for clarity and completeness; maintains confidential records.

Manage the security incident reporting software system for the campus.

Serve as campus liaison with law enforcement agencies and emergency service organizations; serve on campus and collegewide teams and committees.

Recruit, interview, and recommend candidates for employment as security personnel within the guidelines of the College.

Monitor performance of assigned security personnel, conduct performance reviews, and make recommendations for disciplinary action, as needed and within the rules and procedures of the College.

Conduct staff meetings to communicate decisions, policy changes, and information necessary to perform assigned tasks.

Coordinate, schedule, and/or train security staff in procedures, laws, regulations, and required annual training including, but not limited to, Security Desktop Procedures, relevant board rules and APM's, physical conditioning, defensive tactics, first responder requirements, and use of automated external defibrillator (AED); verify successful completion of training necessary to perform assigned tasks and necessary for the performance of their security functions.

Maintain records regarding proper procedures and manuals; assist in budget preparation.

Conduct periodic campus safety and security surveys.

Investigate reports of disturbances, suspicious circumstances, accidents and complaints, as necessary.

Render emergency first-aid to injured or ill persons. Appraise emergency situations and make decisions accordingly.

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Coordinate repair and replacement of security equipment.

Prepare and evaluate crime statistical data, reports, and information.

Uphold ethical and professional standards.

Conduct crime prevention meetings and seminars as required.

Perform special assignments and other duties as needed.

### **SUPERVISION RECEIVED**

Supervision is received from the Director of Administrative Services.

### **SUPERVISION EXERCISED**

Supervision is exercised over assigned security department employees.

### **MINIMUM QUALIFICATIONS**

An associate's degree from an accredited institution supplemented by three (3) years of experience in related law enforcement or security enforcement with one (1) year of experience in a supervisory capacity. Upon employment, must provide evidence of a valid Florida driver's license, first aid/CPR certification, and first responder certification to include use of automated external defibrillators (AED). Such certifications and licensure must be maintained and current throughout employment. Requires police certification. Certifications must have been active for one year or more. Must be able to meet F.S. 943.13 and F.S. 943.1395.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Tasks may occasionally involve the performance of heavier physical tasks such as traversing over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items. Tasks regularly may involve the operation of vehicles, office, shop, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people, or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.

**Language Ability:** Requires the ability to read a variety of correspondence, logs, etc. Requires the ability to prepare logs, records, etc. using prescribed formats. Requires the ability to speak to groups of people with poise, voice control, and confidence.

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**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information; to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with co-workers, subordinates, staff, and students.

**Numerical Aptitude:** Requires the ability to add and subtract, multiple and divide, and to calculate decimals and percentages.

**Forms/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using law enforcement equipment and first aid supplies.

**Manual Dexterity:** Requires the ability to handle a variety of items such as laws enforcement and first aid equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Skills/Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

**Environmental Requirements:** Tasks may require exposure to extreme heat/cold or extreme weather conditions and/or exposure to strong odors and/or smoke and/or strong and/or toxic chemicals and/or dust or pollen.

Revised 1/05