

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CAMPUS SAFETY COORDINATOR

BASIC FUNCTIONS:

Under the direction of an assigned supervisor organize, coordinate and oversee the operations, activities, and functions of the District's safety and parking control program; interview, select, train, assign work, supervise, and schedule assigned student workers; monitor campus grounds and direct safety and emergency response services to the appropriate area; collect and account for parking fees and citations.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

Organize, coordinate and oversee the operations and activities of the District's safety and parking control function *E*

Select, train, schedule, and coordinate student workers involved in safety and parking control operations. *E*

Patrol campus grounds and facilities as required; report criminal and/or unusual occurrences to the proper authorities; report accidents and summon emergency medical assistance as needed; Provide follow up reporting and corrective action regarding accidents and near mishaps. *E*

Interpret and explain rules, regulations and procedures related to parking control operation; conduct administrative hearings for parking violations; maintain records of decisions and evidence. *E*

Receive and reconcile monies for payment of parking permits and citations; authorize and release holds on student records; issue parking passes to campus visitors as appropriate. *E*

Assist in maintaining budget and generate purchase orders. *E*

Assist in developing safety and parking control policies and procedures. *E*

Prepare and maintain a variety of records and files related to safety and parking; compile information and prepare various reports as required. *E*

Direct, schedule and participate in safety and traffic control for special events on campus *E*

Communicate with District personnel regarding scheduled special events and activities on campus which requires additional security and parking control measures. *E*

Serve as a member of the Safety and Facilities Committee. *E*

Assist with the emergency plan and coordinating emergency exercises on campus; interact with emergency responders in providing assistance and confidential information as required. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of :

- Rules, regulations and procedures related to campus safety and parking control.
- Principles and practices of training and providing work direction.
- Traffic control practices and techniques.
- Basic motor vehicle laws and regulations.
- Local law enforcement and emergency response agencies.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Recordkeeping techniques.
- Operation of a computer and office equipment.
- Modern office practices, procedures and equipment.

Ability to:

- Coordinate and lead operations and activities related to safety and parking.
- Collection and accounting of monies.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Interview, select, train, assign work, supervise, and schedule student workers.
- Work independently with little direction.
- Plan and organize work.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Operate a computer and related software to enter data, maintain records and generate reports.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by college coursework in Business Administration, Criminal Justice or related field and two years of clerical experience which included public contact, office management and financial recordkeeping.

Possession of a valid California Driver's License

Campus Safety Coordinator / Classified / Range 24
Board Approved: 10/16/19

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table, or in meetings of various configurations. |
| <u>1</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for the purpose of reading printed matter. |
| <u>3</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist. |
| <u>2</u> | h. | Ability to lift <u>10</u> pounds. |
| <u>2</u> | I. | Ability to carry <u>10</u> pounds. |
| <u>4</u> | j. | Ability to operate office equipment, computer, or related peripherals. |
| <u>1</u> | k. | Ability to reach in all directions. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.