

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CAMPUS SAFETY SPECIALIST

BASIC FUNCTION:

Under direction of an assigned supervisor, assist in organizing, coordinating and overseeing day-to-day operations of the Campus Safety & Parking Control Office to assure timely and efficient services to students; provide information and assistance to students, faculty and staff concerning Campus Safety & Parking Control.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

Assist in day-to-day operations of the Campus Safety & Parking Control Office and recommend operational changes as appropriate. *E*

Provide information and assistance to students, staff and the public regarding safety and parking control. *E*

Assist in the coordination and leading campus safety events and training. *E*

Assist Campus Safety & Parking Control staff by performing a variety of clerical duties such as entering data, keyboarding, generating reports, and maintaining records. *E*

Answer telephones, take messages and transfer callers to appropriate District personnel and offices. *E*

Patrol campus grounds and facilities as assigned; issue parking citations; report criminal and/or unusual occurrences to the proper authorities; report accidents and summon emergency medical assistance as needed. *E*

Provide follow up reporting and corrective action regarding accidents and near mishaps. *E*

Identify potential campus safety hazards and recommend accident prevention and security measures. *E*

Collect payment for parking permits and citations; authorize and release holds on student records; issue parking passes to campus visitors; prepare and maintain records and reports. *E*

Input citations and vehicle registration forms; record contact with students; generate comprehensive reports related to safety and parking control services. *E*

Prepare and type a variety of records, reports, documentation, forms, correspondence and other materials. *E*

Train and provide work direction to assigned student employees; interview and select student employees, assign and schedule student employees. *E*

Assist in ordering, storing, inventorying and distributing materials and office supplies. *E*

Assist with emergency planning and campus emergency drills. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern office practices, procedures and equipment.
- Record keeping methods and techniques.
- Basic principles of training and work direction.
- Operation of office machines including computer equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Safety standards

Ability to:

- Perform clerical duties.
- Keyboard at an acceptable rate of speed.
- Answer telephones and greet the public courteously.
- Maintain records and prepare reports.
- Operate office machines including copier, calculator and computer equipment.
- Learn, apply and explain rules, regulations, policies and procedures.
- Train and provide work direction to student employees.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of experience in general clerical, public safety, or related field.

Possession of a valid California driver's license.

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.