Job Title:  Security Officer

Job Code:  07419

JOB SUMMARY

The Security Officer is responsible for helping to ensure the safety of campus personnel, students, visitors, as well as the security of campus buildings, facilities, equipment and property.

MAJOR DUTIES

- Patrols assigned areas on campus either on foot or in a vehicle or golf cart and monitors campus buildings for unauthorized personnel during opening and after closing hours;
- Assists with traffic flow and the enforcement of college parking regulations;
- Issues parking tickets or warnings to violators;
- Completes activity reports and maintains files and reports;
- Monitors surveillance cameras;
- Assists in the orientation of new students;
- Maintains parking permit and student, faculty and staff database;
- Maintains inventory of emergency medical and first aid supplies and equipment;
- Inspects fire extinguishers;
- Responds to emergency medical situations and administers first aid within the scope of his/her training;
- Responds to intrusion and fire alarms;
- Assists campus police, emergency personnel, and/or college personnel in responding to emergencies and disruptive situations.

COMPETENCIES

- Knowledge of college policies, procedures and regulations relating to campus safety and security including emergency response plans
- Knowledge of and skill in the operation and maintenance of security systems, fire alarm panels and panic alarm systems
- Skill in the operation of computers and job-related software programs
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Ability to work weekends, holidays and day, evening and morning shifts
- Ability to differentiate between colors
- Ability to exercise sound judgment and discretion
- Ability to follow written and oral instructions and directives
- Ability to quickly observe situations and make an appropriate response
- Ability to learn methods to de-escalate and respond to situations involving staff, students and visitors
- Ability to remain on feet for long periods of time
**MINIMUM QUALIFICATIONS**

High school diploma or equivalent

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.