



<b>Position Title:</b>	Part-Time Public Safety Officer	<b>Job Code:</b>	8319-00E
<b>Reports To:</b>	Campus Security Chief	<b>Job Group:</b>	Class-R
<b>Department:</b>	Public Safety	<b>Salary Grade:</b>	SG
<b>Prepared By/Date:</b>	Jennifer Brito/9-16-2010	<b>FLSA Status:</b>	Non-Exempt
<b>Approved By/Date:</b>	College-wide		
<b>Revised:</b>	Donna French/05-16-2012		

**Summary:**

The Part-Time Public Safety Officer is responsible for the security of Campus facilities.

**Essential Duties and Responsibilities:**

- Supervises traffic flow; parking areas, crowd control at special events and during peak registration periods
- Greets the public; issues passes/parking permits
- Directs visitors to their destinations
- Writes accurate and complete security reports
- Maintains a detailed security log
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Ability to apply campus security rules and regulations
- Ability to safely operate College motorized vehicle
- Ability and willingness to work any emergencies
- Ability and willingness to work any shift, weekends and holidays
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-Essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School Diploma or General Equivalency Diploma (GED)
- Possess a valid Florida State Driver License
- Possess a Florida State Unarmed Guard "D" Security License
- Ability to successfully complete a basic security training course and provide certificate of completion

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name