

## **GENESEE COUNTY**

### **SENIOR CAMPUS SECURITY OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** This class of employee is responsible for the direct supervision of personnel engaged in the security of school property, and also for direct, personal involvement in those activities. The work is performed under the general direction of an administrative officer, with considerable latitude allowed for the exercise of independent judgment in the carrying out of the mission of the Security unit. Does related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

Responsible for the scheduling of Campus Security Officers, to insure adequate coverage for property security and public safety, at all times;

Assists the Administrator in the development of the budget for the Unit;

Performs security work, fire prevention and safety enforcement;

Makes inspection tours to insure that security, safety and fire precautions are being observed;

Participates in medical, fire, police and general safety training programs;

Patrols the grounds to maintain order, protect persons and property, control traffic, provide first aide, and to prevent trespassing, theft or damage;

Investigates complaints made to him personally or assigned by supervisor;

Files reports and maintains an appropriate system of records and reports;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITY, AND PERSONAL CHARACTERISTICS:**

Good knowledge of the practices and procedures required to insure maintenance of order and security of buildings, grounds and equipment; good knowledge of safety precautions necessary to eliminate existing and potential security, safety and fire hazards; good knowledge of law enforcement statutes pertaining to theft and trespassing; working knowledge of investigative techniques; ability to communicate effectively with others; ability to understand and carry out complex oral and written directions; ability to prepare clear, concise reports; ability to plan and supervise the work of others; good judgment; tact; courtesy; resourcefulness; dependability; physical conditions commensurate with the demands of the job.

#### **MINIMUM QUALIFICATIONS:**

**PROMOTIONAL:** Two years of permanent, status in the Competitive title of Campus Security Officer in the unit in which promotion is sought.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Adopted 2/26/80