



## **CAMPUS SAFETY SPECIALIST**

### **BASIC FUNCTION**

Under the direction of an assigned supervisor assist in organizing, coordinating, and overseeing day-to-day operations of Campus Safety.

### **DISTINGUISHING CHARACTERISTICS**

This classification is different to other classifications in that it performs unique responsibilities related to safety and parking control. This position requires special knowledge in safety regulations, policies, and practices including responding to incidents, providing parking control and enforcement, and mitigating safety hazards around campus.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.*

1. Provide information and assistance to students, staff, and the public regarding safety and parking control.
2. Assist in the coordination and execution of campus safety events and training.
3. Assist Campus Safety staff by performing a variety of clerical duties such as answering calls, keyboarding, generating reports, and maintaining records.
4. Patrol campus grounds and facilities; issue parking citations; report incidents to the proper authorities; provide incident response and assistance as needed.
5. Provide follow-up reporting and corrective action regarding safety incidents.
6. Identify potential campus safety hazards and recommend accident prevention and security measures.

7. Collect payment for parking permits and citations; authorize and release holds on student records; issue parking passes to campus visitors.
8. Input citations and vehicle registration forms; record contact with students; generate comprehensive reports related to safety and parking control services.
9. Train and provide work direction to assigned student employees; interview and select student employees; assign, and schedule student employees.
10. Assist in ordering, storing, inventorying, and distributing materials and office supplies.
11. Assist with emergency planning and campus emergency drills.
12. Perform job related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge Of:**

- Applicable federal, state, and local laws and regulations.
- Modern office practices, procedures, and equipment.
- Basic principles of training and work direction.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Safety standards.

### **Skills and Abilities To:**

- Perform basic clerical duties.
- Operate office equipment and applicable software.
- Train and provide work direction to student employees.
- Use sound judgement and solve problems.
- Exercise good judgment, tact, courtesy, and patience.
- Establish and maintain cooperative working relationships with others.
- Effectively communicate both orally and in writing.
- Maintain records and prepare reports.
- Balance and prioritize work to meet deadlines.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

**Education and Experience:**

High school diploma or equivalent and one (1) year experience in a clerical, public safety, or related area.

**Certificates, Licenses, Special Requirements:**

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

**Other Requirements:**

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

**WORKING CONDITIONS****Work Environment:**

Office and outdoor environment.

**Physical Demands:**

Sitting for long periods of time; physically typing and looking at a computer screen; operating office equipment; intermittent standing, walking, reaching, pushing, lifting up to 10 pounds, bending, and stooping.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

**Mental Demands:**

Frequent interruptions; communicate effectively by phone, in writing, and in person with others; performing complex work, calculations, and solve problems; working multiple tasks concurrently; effectively process information to make sound judgements and decisions.