

<b>Posting Number</b>	20145865
<b>Position Title</b>	Public Safety Officer (3 Positions Available)
<b>Location</b>	All Campuses
<b>Department</b>	Public Safety DIST (DEPT)
<b>Position Number</b>	1C0248, 1C0237 and TBD
<b>Percentage of Full Time</b>	100%
<b>FLSA</b>	Non-Exempt (accrues overtime)
<b>Months per Year</b>	12
<b>If other, please specify</b>	
<b>Min Salary</b>	\$64,380 (annual)
<b>Max Salary</b>	\$82,140 (annual)
<b>Position Type</b>	Classified Positions

<b>General Statement</b>	<p>San Mateo County Community College District provides students with a rich and dynamic learning community that embraces differences, emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders.</p> <p>The Public Safety Officer performs public safety work primarily related to assuring the safety and security of the District community and physical plant. Under general supervision, the employee patrols college and District Office grounds, parking lots, buildings and properties, directs traffic, enforces parking regulations, investigates complaints and minor incidents and corrects hazardous situations as they arise. Public contact is extensive and involves students, staff, law enforcement personnel, and the general public for the purpose of exchanging policy and procedural information. A high degree of independent judgment and creativity are required to select appropriate responses to a variety of minor to major situations that may arise. Consequences of errors in judgment can be costly in public safety, property loss, and employee time. A Public Safety Officer may lead the work of student assistants and other staff as assigned. Incumbents in this</p>
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classification may be assigned to work shifts that are day, evening, nights, and weekends.

The ideal candidate will share the District's commitment to educating a racially and socioeconomically diverse student population. The District includes two colleges which have been designated as Hispanic Serving Institutions. The District currently enrolls approximately 23,000 students, the majority of whom are from minoritized populations. The successful candidate will be an equity-minded individual who is ready to collaborate with staff, faculty and administrators who are committed to closing equity gaps. The District's "Students First" strategic plan is focused on "Student Success, Equity and Social Justice" (see: <https://www.smccd.edu/strategicplanning/SMCCCD%20Strategic%20Plan%20Brochure.pdf>).

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges policy, procedural, and directional information with students, staff, the general public and emergency services personnel
2. Gives directions and refers visitors and students to appropriate college offices
3. Contacts emergency services personnel as necessary
4. Attends training to obtain current information, policies, procedures, and certifications related to public safety
5. Meets with department and college staff to plan security procedures for special and regular events
6. Provides court testimony as required
7. Patrols buildings, classrooms, restrooms, parking lots, and all other District property to prevent and respond to theft, vandalism, loss of property, injury to staff, students, visitors, and facilities
8. Secures doors and windows, controls alarm systems; reports operational hazards and systems failures
9. Monitors high security and storage areas in person and with the District's camera system

**Duties and Responsibilities**

10. Directs traffic and enforces college parking regulations in order to maintain orderly traffic movement
11. Issues parking citations and responds to questions about parking
12. Serves as direct liaison with emergency services personnel in emergencies
13. Provides safety escorts for students, staff, and visitors for safety and protection at all hours
14. Reports and documents incidents
15. Observes and reports hazards and maintenance needs to the appropriate departments
16. Uses a variety of databases and computer software to enter, modify, retrieve, and track incident, hazard, statistical and other data, and to compose and prepare correspondence, surveys, memoranda, reports and other written materials
17. Trains and leads the work of student assistants and other staff as assigned
18. Performs other related duties as assigned

- Graduation from high school
- Certificate of Completion from the POST-certified Regular Basic Course (664 hour minimum basic academy) OR one of the following POST Certificates: Basic, Intermediate, Advanced, Supervisory, Management, or Executive

**Failure to upload Basic Course Certificate of Completion or POST Professional Certificate may result in disqualification of application from consideration.**

- Successful work experience in a security service or law enforcement agency
- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff
- Demonstrated skill in verbal and written communication
- Experience with the use of a variety of computer software to compose and prepare correspondence, reports, and other printed materials
- Possession of a valid California Driver's License (or the ability to obtain one)

**Minimum Qualifications**

- Possession of an American Red Cross First-Aid and Cardiopulmonary Resuscitation (CPR) Certificate or must be obtained during the probationary period of employment
- Successful completion of Emergency Management Institute (EMI) IS-100, IS-200, IS-700, and IS-800 must be obtained during the probationary period of employment
- Demonstrated skill in working as part of a customer service team

1. Knowledge of California vehicle and penal codes and applicable federal, state, and local laws, codes, regulations and reporting requirements
2. Knowledge of common law enforcement/ security procedures
3. Knowledge of college and District facilities and area layout
4. Knowledge of and skill in first aid and cardiopulmonary resuscitation procedures
5. Skill in respectful, tactful, and sensitive interaction with people who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds
6. Skill in quick and appropriate lawful responses to crisis situations
7. Skill in working effectively as part of a customer service team
8. Skill in training and leading the work of others, including giving clear, concise, accurate, and complete instructions
9. Ability to utilize appropriate command presence principles when communicating with others
10. Skill in effective written and oral communication
11. Skill in using a variety of computer software to compose and prepare reports, correspondence, and other materials
12. Ability to utilize discretion and accurately interpret a wide variety of security and safety regulations and laws to resolve problems and prevent escalation

**Knowledge,  
Skills and  
Abilities**

**Physical  
Requirements**

This classification requires standing and walking for extended periods of time; manual dexterity; moderate to heavy lifting; work outdoors in varying climates; driving a motor vehicle; pushing and pulling; climbing steps of varying numbers; and running to give chase in order to perform the essential functions.

**Preferred Qualifications**

- Associate's degree
- Ability to speak other languages

**Benefits**

Benefits include paid holidays, vacation and sick leave. The District pays all or a portion of monthly medical plan premiums (depending on the coverage) and pays all of the monthly dental and vision plan premiums for employees and eligible dependents. Additional paid benefits include life insurance, salary continuance insurance, and an Employee Assistance Program. Classified employees participate in the Public Employees' Retirement System, a defined-benefit retirement plan through the State of California. Optional tax-deferred 403(b) and 457 retirement plans are also available.

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

- How did you hear about this employment opportunity?
- District Employee
- District Employment Site
- CCC Registry
- HigherEdJobs.com
- Chronicle of Higher Education
- ACCCA
- HERC
- EdJoin.com
- Indeed.com
- Other
- LinkedIn
- Facebook or Twitter

1. \* Can you demonstrate graduation from high school or the equivalent?

- Yes
- No

2. \* Do you possess a Certificate of Completion from the POST-certified Regular Basic Course (664 hour minimum basic academy) OR one of the following POST Certificates: Basic, Intermediate, Advanced, Supervisory, Management, or Executive?

- Yes
- No

3. \* Can you demonstrate successful work experience in a security service or law enforcement agency?

- Yes
- No

4. \* Can you demonstrate cultural competence, a sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff?

Yes

No

5. \* Can you demonstrate skill in verbal and written communication?

- Yes
- No

6. \* Do you have experience using a variety of computer software to compose and prepare correspondence, reports, and other printed materials?

- Yes
- No

7. \* Can you demonstrate skill in working as part of a customer service team?

- Yes
- No

8. \* Do you possess an American Red Cross First-Aid and Cardiopulmonary Resuscitation (CPR) Certificate (or would you be able to obtain one during the probationary period of employment)?

- Yes
- No

9. \* Do you possess a valid California Driver's License (or the ability to obtain one) and the ability to drive a motor vehicle to off-site locations?

- Yes
- No

**Applicant Documents**  
**Required Documents**

1. Cover Letter
2. Resume/Curriculum Vitae
3. Licenses/Certificates/Credenti