CROWDER COLLEGE
POSITION DESCRIPTION

Status. FT, 12 months	Title	SECURITY OFFICER – Webb City
Revised: 10/23/2014	Department	PHYSICAL PLANT
Level: Staff, Range 5	IPEDS	MAINTENANCE/SERVICE
FLSA: Nonexempt	Reports to	SECURITY SUPERVISOR

POSITION SUMMARY

Assist in providing campus-wide public safety and security for college staff, students and visitors, monitoring and patrolling campus and providing assistance as needed. Responsibilities include but are not limited to the "Major Functions" listed below.

MAJOR FUNCTIONS

1. Patrolling the campus, monitoring the premises and reporting unusual occurrences to the Security Supervisor, Center Director, Director of Plant and/or Police Department as needed.
2. Respond to on-campus emergencies and/or issues involving safety.
3. Maintain courteous and cooperative relations with all other units and personnel of the college.
4. Make record of any reportable crime occurring on campus and deliver records to Security Supervisor.
5. Assist in the operation of the community safe room including; emergency planning, management of safe room supplies, scheduling of first aid training, and serving as the on-site field manager in case of severe weather.
6. Monitor parking and distribute tickets if needed.
7. Maintain working relationships with area law enforcement agencies, emergency management organizations, and safety organizations.
8. Coordinate with the Security Supervisor, Center Director, and the Directors of the Plant and Public Information to keep abreast of written policies and procedures for the Crisis Management Plan.
9. Check e-mail daily for requests/information.
10. Perform other related duties as may be assigned by the Security Supervisor, Center Director and/or Director of Physical Plant.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Minimum of High School diploma or equivalent; associates or equivalent in law enforcement training strongly preferred.
2. Must be minimum of 21 years of age.
3. Must pass physical and background check. Must have no felony convictions or misdemeanors involving domestic violence or moral turpitude.
4. Possession of current Missouri P.O.S.T. certification preferred. Other applicants will be considered after meeting preliminary requirements including physical, background check, medical screening, and staff interviews.
5. Two years law enforcement experience or closely related field preferred.
6. Knowledge of current law enforcement issues, theory, and practice; health and safety regulations; and local, state and federal laws.
7. Training in areas of safety compliance, criminal investigation and crime prevention preferred.

8. Physically able to patrol campus on foot. Ability to see, hear, speak, use hands and fingers, sit, carry, stoop, kneel, crouch or crawl and push or pull, and lift a minimum of 50 pounds.
9. Must posses a valid driver's license with a good driving record.
10. Awareness of personnel and equipment safety.
11. Ability to work 1st, 2nd, or 3rd shift and respond to emergency calls as required.
12. Able to work cooperatively and communicate with college employees, students, law enforcement, emergency personnel, and the general public.

EQUIPMENT/SOFTWARE

1. Access information via computer including e-mail and required reports.

POSITIONS SUPERVISED

None

WORKING CONDITIONS

1. Indoor and outdoor activity, with some exposure to noise, dust, cleaning chemicals, and inclement weather.
2. Generally day shift, but adjustment of hours will be required from time to time and in emergency situations.
3. A neat appearance is required and appropriate apparel must be worn at all times.

PHYSICAL DEMANDS

1. Physical work required from time to time, including walking, lifting, pushing, etc.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to read and understand the English language.
2. Ability to communicate effectively with a variety of people, including students and the general public.
3. Ability to understand oral or written instructions, and to ask appropriate questions for clarification.