

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Class Specification

SECURITY SUPERVISOR

DEFINITION

Under direction, the employee is responsible for planning, organizing, coordinating and directing the program and operations of campus security services and security of personnel and facilities in accordance with the District Policy and Procedures for Security Services.

The Security Supervisor recommends, in the interest of the District, the hiring, transfer, discipline and termination of employees supervised and is expected to solve daily operational problems on his/her own initiative, while major problems are solved after consultation with the supervisor. There is direct contact with staff, students, and visitors of the College. The consequence of error in decision could result in injury to the users of the District facilities.

REPRESENTATIVE DUTIES

1. Supervises and participates in the enforcement of District policies and procedures for Security Services; enforces rules and regulations governing the use of College buildings and grounds;
2. Supervises and participates in the patrol of the campus; responds to emergencies;
3. Investigates violations, accidents and incidents occurring on campus;
4. Trains and supervises security officers and student assistants;
5. Schedules, assigns and evaluates performance of work;
6. Responds to calls for help and serious emergencies;
7. Reviews reports turned in by subordinates;
8. Attends meetings with members of the College management staff regarding campus security matters;
9. Makes presentations to various groups regarding campus security;
10. Assists in the preparation of the budget;
11. Maintains records, prepares reports;
12. Communicates and interprets data and information regarding the District security services;
13. Performs other related tasks as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Techniques of traffic and parking control;
2. Security methods and crowd control techniques and investigating procedures;
3. Pertinent Federal, State, City and District laws, rules, regulations and policies, including laws of removal and/or arrest, legal rights of students and citizens, judicial procedures and rules of evidence;
4. Principles and techniques of training and supervision;
5. General modern office procedures.

Skills in:

1. Planning, organizing and directing the operations of campus security;
2. Enforcing pertinent policies, rules and regulations;
3. Interrogating suspects and interviewing complainants and witnesses;
4. Preparing reports and maintaining records;
5. Accurately analyzing problems in the field and adopting an effective course of action; using sound judgment while under pressure;
6. Training and supervising personnel; evaluating performance;
7. Following and giving oral and written directions; oral and written communication;
8. Establishing and maintaining cooperative and effective working relationships with staff; meeting the public with courtesy and tact.

Ability to:

1. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Education and Experience:

Equivalent to completion of the two years of college including, or supplemented by courses in Administration of Justice AND three years of security or law enforcement experience PREFERABLY with supervisory responsibility (watchman experience is not considered qualifying) OR an equivalent combination of education and experience which indicates possession of knowledge and skills required.

License:

Possession of a valid California driver's license.

PURPOSE OF CLASS

To ensure that District Safety and Security Program is planned and operating efficiently and effectively.

NOTE: This class specification is not necessarily all-inclusive in terms of work detail.

5/25/78; Revised 6/86
Job Family - Supervisory
(p:/security sup)