

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: PUBLIC SAFETY COORDINATOR - AMA

PAY GRADE: C-5

OVERTIME STATUS: NON-EXEMPT

#### MAJOR RESPONSIBILITY:

Perform as the public safety site supervisor for the Appleton Museum. This position is responsible for the supervision of all public safety personnel 24 hours a day. Insure all officers maintain all training and required qualifications. Supervise and oversee the activities of the officers on patrol, review all shift paperwork and audit the electronic patrol round system to ensure compliance. Develop and implement strategies and activities that promote and enhance the mission of the Public Safety Department.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

#### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Florida Class D Security Officer license required. High school diploma or equivalent required. CPR and First Aid Certification preferred.
2. Years of experience in the field: Three years' or more in security or police-type work required. Museum experience preferred.
3. Special skills or abilities related to position: Positive human relations skills. Ability to readily acquire knowledge of buildings and grounds to be patrolled. Ability to gain knowledge of the rules and regulations pertaining to museum security. Ability to give direction and guidance to Public Safety personnel. Ability to work all shifts. Current Florida driver's license required.

Normal vision, correctable to 20/20. Normal hearing and speech to enable use of telephone. Sufficient manual dexterity to write and to handle small objects, such as locks and keys. Ability to stand and walk for long periods and to climb stairs. Sufficient ability to run, if necessary, and to maneuver in small spaces and respond to

Special skills or abilities related to position (Continued):

emergency situations. Ability to work in all climate conditions, both inside and outside.

Ability to function as a supervisor and to schedule and evaluate the work of other employees. Knowledge of the college mission, and of goals and objectives in meeting the mission.

ESSENTIAL JOB FUNCTIONS:

1. Hours must be flexible. Must be available when needed to function in a decision making position.
2. Supervise all patrol officers and office personnel on shift.
3. Conduct periodic patrols of all grounds during events.
4. Maintain all public safety policies and procedures.
5. Prepare officers' work schedules. Adjust manpower as needed.
6. React as first responder to accidents and other incidents. Contact Fire Rescue or Ocala Police Department when necessary.
7. Prepare incident reports as required.
8. Ensure compliance with Board of Trustees rules and instructions for use of college grounds and facilities.
9. Notify proper legal authorities of matters which are under their jurisdiction.
10. Prepare written reports as needed. Note any potential or actual security/safety hazard to college personnel or property.
11. Assist in the evaluation of performance of Public Safety officers.
12. Keep the manager of Public Safety informed on all museum security matters.
13. Develop and implement security awareness activities.
14. Due to the scope of responsibility of this position and the need for the college to communicate, both during the weekday and after regular work hours, the employee must possess a cell phone and provide the number to Human Resources, the immediate supervisor, and the Vice President of Administration and Finance.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).

PHYSICAL DEMANDS (Continued):

- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- Ability to drive a college vehicle.

ENVIRONMENTAL CONDITIONS

- Works outside in various weather conditions.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Appleton Museum

SUPERVISOR OF POSITION: Facilities Coordinator of Appleton Museum of Arts