COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: PUBLIC SAFETY COORDINATOR - AMA
PAY GRADE: C-8
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 CF 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.

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 to respond 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 Senior Vice President.

(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.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Moderate (15 to 44 pounds) lifting and carrying.
- Climbing.
- Walking.
- Standing.
- Bending.
- Driving.
- Sitting.

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 - Appleton Museum of Arts