

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: PUBLIC SAFETY TRAINING SPECIALIST
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Develop and implement on-going in service training programs for all Public Safety Officers at all campuses. Insure all CF officers maintain all required qualifications. Develop and implement Lesson plans, strategies and activities that promote and enhance the mission of the Public Safety Department. Act as a liaison between the officers and the Public Safety Manager.

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.
2. Years of experience in the field: Three years’ teaching or security experience required. Supervisory experience may be substituted for security experience.
3. Special skills or abilities related to position: Demonstrated ability to work with people. Proficiency in verbal and written communications skills. Self starter, able to initiate and follow through on programs and projects. Ability to organize, implement and evaluate programs.

ESSENTIAL JOB FUNCTIONS:

1. Positive human relations skills.
2. Ability to readily acquire knowledge of buildings and grounds on all campuses.
3. Ability to give direction and guidance to Public Safety personnel.
4. Ability to work all shifts.

ESSENTIAL JOB FUNCTIONS (Continued):

5. Current Florida driver's license required.
6. Ability to function as a lead officer and to schedule and evaluate the work of other employees.
7. Function as the Public Safety Manager in his or her absence when required.
8. Function in a decision making position when required.
9. Ability to supervise all patrol officers and office personnel on shift.
10. Conduct periodic patrols of all campuses in assigned vehicle.
11. Develop a college wide Crime Prevention program.
12. Establish, prepare and maintain complete and accurate training records.
13. Ensure compliance with all training requirements.
14. Notify proper legal authorities of matters, which are under their jurisdiction.
15. Prepare written reports as needed.
16. Assist in the evaluation of performance of Public Safety officers.
17. Advise the Manager of Public Safety on campus training matters.

(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).
- 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 inside in a classroom environment.

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

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Manager of Public Safety