

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: MANAGER, PUBLIC SAFETY

PAY GRADE: P-13

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

Develops and maintains an effective College-wide public safety program including 24 hour per day security for individuals and property on CF campuses and centers; develops procedures and training relevant to campus safety and security, investigation, facility security, emergency preparedness, domestic terrorism, and workplace violence; completion of various federal and state reports, provides traffic and parking control; serves as a liaison with local law enforcement and advises College administration on public safety matters.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." 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: AA/AS degree in Criminal Justice or related field required; Bachelor's degree preferred. Must be certified as a law enforcement officer and/or security officer under Florida Statutes.
2. Years of experience in the field: Three to five years related work experience required; experience in a college or university setting preferred; minimum of two years supervisory experience required.
3. Special skills: Positive human relations' skills. Experience in traffic control. Ability to plan emergency procedures. Ability to develop training programs for subordinate employees. Ability to acquire knowledge of buildings, grounds, traffic rules and College regulations. Ability to follow a prescribed routine in making rounds and to notice unusual conditions or behavior. Ability to write reports. Ability to schedule, supervise and evaluate the work of other employees. Ability to use standard computer office suite programs (word processing, spreadsheets, calendaring and e-mail). Current Florida driver's license required.

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Revised 5-1-07

ESSENTIAL JOB FUNCTIONS:

1. Supervise security staff.
  - o Recommend staffing patterns, staff responsibilities and assignments.
  - o Evaluate security staff.
  - o Monitor security staff to ensure professionalism in demeanor and appearance.
  - o Prepare staff development and training programs. Train public safety staff in conflict resolution and crisis management.
  - o Recommend staff as needed.
2. Manage College-wide public safety operations.
3. Recommend changes to College-wide safety policies and procedures.
4. Establish department operating standards and procedures.
5. Supervise Public Safety Office functions such as issuance of parking decals, ID cards, and parking and tobacco free violation citations.
6. Develop and maintain a College Public Safety Manual as part of the College's Safety Management Manual and Continuity of Operations Plan.
  - a. Develop procedures for dealing with crime prevention and investigation, facility security, emergency preparedness, domestic terrorism, and workplace violence, traffic and parking regulations.
  - b. Develop related training programs for public safety staff.
  - c. Coordinate "disaster drills" with local emergency services.
7. Present programs to students on (1) available services including escort service, crime victim support services, and "blue light" emergency notification system; (2) how to avoid being a crime victim; and (3) what to do if you are a crime victim, and (4) College requirements for campus safety and security (such as traffic and parking regulations, prohibitions against drugs, alcohol, and firearms).
8. Annually evaluate and report on effectiveness of public safety operation including preparation of required Student Right to Know information and federal and state reports, such as the Clery Act Report.
9. Completion of required incident reports to College staff on criminal acts and other safety/public safety issues.
10. Ensure proper documentation and reporting of all security and safety incidents and enforcement activities. Follow-up with local law enforcement as needed.
11. Supervise the enforcement of College rules and procedures related to security.
12. Develop and monitor investigation procedures, reporting procedures and establish guidelines for involving local law enforcement agencies in campus security issues. Gather and review facts. Recommend appropriate actions.
13. Supervise the investigation of all accidents, and prepare appropriate incident reports for College officials.
14. Prepare, submit, and administer an annual budget for the College Public Safety Department.
15. Serve as Chair of the College Public Safety Committee and a member of the College Threat Assessment Team

ESSENTIAL JOB FUNCTIONS (continued):

15. Serve as the College's Marion County Emergency Operations Center Liaison.
16. Develop and maintain a "Building Coordinator Program" to facilitate dissemination of public safety information.
17. 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.
18. Complete other related duties and projects as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

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 accommodation 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).
- Sufficient manual dexterity to write and to handle small objects (such as locks and keys).
- Ability to communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Ability to stand and walk for long periods and climb stairs.
- Ability to run, maneuver in small spaces, and respond to emergency situations.
- Ability to work in all climate conditions, both inside and outside.
- Moderate (15 to 44 pounds) lifting and carrying.
- Must possess a valid Florida Drivers License and the ability to operate a motor vehicle and golf cart.
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.

ENVIRONMENTAL CONDITIONS:

- Work both inside in an office environment and outside in various weather conditions at a tobacco free campus.

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

PRIMARY LOCATION OF JOB: Public Safety Building, Ocala Campus

SUPERVISOR OF POSITION: Vice President, Administration and Finance

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