

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: PUBLIC SAFETY ASSISTANT

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

#### MAJOR RESPONSIBILITY:

To coordinate and supervise activities related to the operation of the Public Safety Department to include: scheduling and training student assistant staff, maintain all departmental records including incident reports and parking violations, provide accurate information to law enforcement agencies, audit the electronic wand patrol system, create and maintain all monthly activity reports and serve as the secretary for the Public Safety committee.

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: High school diploma or equivalent required. Two-year degree with coursework in computer applications preferred.
2. Years of experience in field: Three years' clerical/computer and typing experience required, including maintaining records and files.
3. Special skills or abilities related to position: Positive human relations, excellent communication and customer service skills. Ability to work in an office environment, organize and prioritize work, maintain confidential files. Knowledge of Business English, spelling and punctuation and knowledge of office practices and procedures. Knowledge of the overall functions and operations as the response center for emergency situations. Knowledge and skill of computer usage. Ability to operate a computer in entering, retrieving, and manipulating data. Ability to make decisions in accordance with college rules, regulations and policy.

#### ESSENTIAL JOB FUNCTIONS:

1. Create and maintain all departmental incident reports and associated files.
2. Train, schedule, and supervise rotating part-time and student work force.

ESSENTIAL JOB FUNCTIONS (CONTINUED):

3. Download and audit patrol information from the electronic wand system.
4. Maintain the student and staff decal vehicle data base and associated files.
5. Maintain the student and staff I.D. database and associated files.
6. Maintain the work schedules of all public safety officers.
7. Operate the department radio system and function as a dispatcher for all calls for assistance.
8. Assist with the verification of records for all law enforcement agencies.
9. Coordinate the collection of data for the Public Safety committee.
10. Act as liaison for the traffic summons appeal board.
11. Function as the department manager in his/her absence.
12. Maintain and process office staff payroll certification.
13. Retrieve and assemble data for department manager's use.
14. Create in-service training power point training presentations.
15. Create and distribute all monthly newsletters.
16. Develop and maintain all administrative department procedures.
17. Maintain all office supply inventories including emergency equipment.
18. May be required to work a flexible schedule which may include evenings and weekends.
19. Maintain a list of all room assignments for classes on campus to assist public safety officers.
20. Maintain all department post duties and procedures.
21. Maintain petty cash box and deposit at the cashier's office daily.
22. Maintain the Public Safety department website.
23. Notify all other campus' Public Safety offices of procedural updates.
24. Maintain Crime Statistics data as per federal requirements.
25. Other duties as assigned.

(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.
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PHYSICAL DEMANDS (Continued):

- 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 access file cabinets for filing and retrieval of data.

ENVIRONMENTAL CONDITIONS:

- Generally works in an office environment.
- May occasionally be asked to work at different 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: Manager of Public Safety