



CAMPUS SAFETY COORDINATOR

BASIC FUNCTION

Under the direction of an assigned supervisor organize, coordinate, and oversee the operations and activities of the district's safety and parking control program; coordinate safety and emergency drills and training; supervise and lead student employees assigned to campus safety.

DISTINGUISHING CHARACTERISTICS

This classification is different to lower classifications in the job family as this position carries a higher and broader role and responsibility in the safety of the campus. This is a lead role in coordinating safety training, activities, and parking enforcement. Independent judgement and decisions are necessary. This position requires special knowledge in safety regulations, policies, and practices.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

1. Organize, coordinate, and oversee the operations and activities of the district's safety and parking control programs.
2. Select, train, schedule, and coordinate student workers involved in safety and parking control operations.
3. Patrol campus grounds and facilities as required; report incidents to the proper authorities; report accidents and summon emergency assistance as needed; provide follow-up reporting and corrective action to incidents and near mishaps.
4. Interpret and explain rules, regulations and procedures related to parking control operations; conduct administrative hearings for parking violations.
5. Receive and reconcile monies for payment of student transportation, parking permits and citations; issue parking passes to campus visitors as appropriate.

6. Assist in maintaining budget and generating purchase orders for safety department.
7. Assist in developing safety and parking control policies and procedures.
8. Prepare and maintain a variety of records and files related to safety and parking; compile information and prepare various reports as required.
9. Direct, schedule, and participate in safety and traffic control for special events on campus.
10. Communicate with District personnel regarding security, safety, and parking for special events and activities on campus.
11. Serve as a member of the Safety and Facilities Committee.
12. Assist with the emergency plan and coordinating emergency exercises on campus; interact with emergency responders as required.
13. Perform job related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Applicable federal, state, and local laws and regulations.
- Modern office practices, procedures, and equipment.
- Operation of a computer and associated software.
- Basic principles of training and work direction.
- Safety and parking enforcement.
- Emergency response and action.
- Leadership skills and techniques.
- Basic recordkeeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Safety standards.

Skills and Abilities To:

- Lead, plan, and coordinate safety operations and activities.
- Perform basic accounting processes.
- Read, interpret, apply, and explain safety regulations, policies and procedures.
- Respond and handle incidents related to public safety.
- Lead and assign student workers in maintaining campus safety.
- Use sound judgement and solve problems with tact and courtesy.
- Plan and organize work to meet priorities and deadlines.

- Establish and maintain cooperative working relationships with others.
- Effectively communicate both orally and in writing.
- Maintain records and prepare reports.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

Education and Experience:

An associate degree and two (2) years of related experience in public safety or related field. Equivalency to the associate's degree may be substituted with four (4) additional years of related full-time experience.

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS**Work Environment:**

Office and outdoor environment.

Physical Demands:

Sitting for long periods of time; typing and looking at a computer screen; operating office equipment; intermittent standing, walking, reaching, pushing, lifting to 10 pounds, bending, and stooping.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Frequent interruptions; communicate effectively orally and in writing; working multiple tasks concurrently; effectively process information to make sound judgements and decisions; lead and handle conflict under stress.

Classification: Campus Safety Coordinator / Range 24 / FLSA Status: non-exempt

Date Last Revised: Oct 2019 / Date Approved: