State College of Florida, Manatee-Sarasota
Job Description

Job Title: Chief of College Security
Reports to: Director, Business Services and Public Safety
FLSA Status: Non-Exempt
Level: 118
Position Class: C9979

Job Summary:
Directs and supervises Campus Security Services and personnel for the protection of students, staff, visitors and property.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Develops and implements programs that provide for the protection/safety of the College community.
2. Provides emergency response to all incidents.
3. Develops and presents safety and security workshops to staff and students.
4. Responds to all medical incidents and provides assistance as required.
5. Investigates criminal and civil incidents of members of the College Community on and off Campus.
6. Develops and maintains record management system for the Department. Provides reports as required by Federal, State, local agencies and College management.
7. Develops and maintains safety and security publications for staff and students.
8. Provides Federal, State and local law enforcement agencies with information and assistance with investigations occurring on and off Campus.
9. Meets with individuals who violate College safety or security policies and procedures.
11. Leads Critical Incident Management Team.

12. Provides input regarding safety/security requirements for all facilities.

13. Works closely with Vice President of Student Services, Executive Director of Human Resources and Equity Officer to resolve harassment and other safety/security related issues involving students or staff.

14. Provides and maintains cellular telephone services and is accessible by cellular phone to the College at all times, except during duly authorized holidays and approved vacation, personal or sick leave.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Associate's degree (A.A.) or equivalent from two-year college or technical school; and five or more years’ law enforcement experience; or equivalent combination of education and experience.

- **Supervisory Experience:**
  One to two years of direct supervisory experience, including responsibility for hiring, firing, performance management, training and coaching is required.

- **Language Ability:**
  Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from College leadership, customers, regulatory agencies, or members of the community.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract.

- **Computer Skills:**
  To perform this job successfully, an individual should have knowledge of word processing, Internet, database software and Contact Management systems. Limited skills in presentation software is a plus.
• **Certificates and Licenses:**
  Law Enforcement Certification, State Security Certification, Basic First Aid, CPR Certification, Class D State License and additional certifications as needed.

**Responsibility for People and Property:**
Position is responsible for the security staff and a minimum amount of property

**Responsibility for Communication:**

- **Internal Contacts:**
  This position has contact with all levels of College staff.

- **External Contacts:**
  This position has contact with Federal, State and local law enforcement agencies, school boards, and local businesses.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet or humid conditions (non-weather) and outdoor weather conditions. The employee is occasionally exposed to work near moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment is usually moderate.

**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.

While performing the duties of this job, the employee is frequently required to sit and use manual dexterity. The employee is occasionally required to stand, walk, and taste or smell.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Knowledge of the College’s mission, purpose, and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.
4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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