State College of Florida, Manatee-Sarasota  
Job Description

Job Title: Sergeant Public Safety – VC

Reports to: Chief of College Security/Chief Executive Officer
FLSA Status: Non-Exempt
Level: 117
Position Class: C9943

Job Summary:
Provides and supervises campus security and the protection of college students, personnel, visitors, and property for Venice Campus. Provides backup security supervision for entire campus.

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. Provides emergency response to all incidents.
2. Develops and presents safety and security workshops.
3. Responds to all medical calls.
4. Investigates criminal and civil incidents on and off campus.
5. Maintains record management system, materials and manuals and web site.
6. Develops and maintains safety and security publications for staff and students.
7. Provides Federal and local law enforcement agencies with information and assistance with investigations occurring on and off campus.
8. Meets with individuals who violate college policies and procedures.
9. Assigns work for and trains college security staff and resource officers.
10. Provides security for special events.
11. Responds to calls regarding dangerous animals.
12. Works closely with VP Student Services, Director of Human Resources and Equity Officer to resolve Harassment and other safety/security issues relating to students and staff.

13. 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 three (3) or more years related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  One or more years of experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems, 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 compute rate, ratio, and percent and to draw and interpret bar graphs. 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 and concrete variables. Ability to work with formulas, scientific equations, graphs, musical notes, etc.

- **Computer Skills:**
  To perform this job successfully, an individual should have intermediate knowledge of word processing, spreadsheet, Internet, database, and e-mail software. Must be proficient in use of current College e-mail, Internet and other College required software.

- **Certificates and Licenses:**
  Law Enforcement Certification
  First Responder Certification
  Hazmat Certification
Responsibility for People and Property:
Position has minimum responsibility for people and property.

Responsibility for Communication:
• Internal Contacts:
  This position has routine contact with all levels of college staff and students.

• External Contacts:
  This position has frequent contact with federal, state and local law enforcement agencies, and the general public.

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 outdoor weather conditions. The employee is occasionally exposed to wet or humid conditions (non-weather); fumes or airborne particles; extreme cold (non-weather) and extreme heat (non-weather.)

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 stand, walk, sit, use manual dexterity, and talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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. Mission and goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission 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. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

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

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