State College of Florida, Manatee-Sarasota
Job Description

Job Title: Specialist, Public Safety
Reports to: Chief of Security
FLSA Status: Non-Exempt
Level: 116
Position Class: C9921

Job Summary:
Acts to provide support to the Chief of Security, Department of Public Safety. Coordinates the record-keeping requirements of the Department including daily logs, incident/accident reports, Cleary Reporting, lost & found, clinic first aid; assists in training of all Department personnel, and assists in emergency activities at all levels of College emergencies. Responsible and accountable for the coordination of Public Safety’s fingerprinting process and for the immediate notification of all fingerprinting equipment/process breakdowns and all critical incidents to the appropriate College departments. Assists the Director of Business Services and Public Safety with special projects as required.

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. Assists in the documentation and administration of the College’s HAZMAT program to include OSHA compliance, HAZMAT incidents, purchase, store and disposal of hazardous materials.

2. Develops and maintains Material Data Safety Sheets and coordinates the annual inventory of hazardous materials. Assists in creating and revising plans for the management of hazardous material plans. Assists as necessary in the management of College emergency situations. Acts as the Department contact to the Emergency Operations Center. Serves on the Critical Incident Accident Team.

3. Acts as lead dispatcher and trains/supervises others to perform this task.

4. Schedules and participates in employee training including the preparation and maintenance of all training record-keeping.

5. Assists in the coordination of safety inspections and compliance standards with Department supervisors, County, State, and Consortium inspectors.
6. Maintains the budget for Public Safety. Provides administrative support to the Chief of Public Safety.

7. Public Safety Administrative duties include State College of Florida, Manatee-Sarasota ID cards for students & staff. Emergency responder duties as needed. Support for outsourced security personnel. Coordination of all fingerprinting activities assigned to the Department.

8. Records, prepares, and distributes minutes for committees chaired by the Chief of Public Safety and Security.


10. Maintains certification to take fingerprints. Works closely with Human Resources administrative staff to ensure security of employee fingerprint & background records. Distributes records in a timely manner as stipulated by Human Resources and the Department of Business Services and Public Safety.

11. Organizes and maintains electronic and hard copy file system (all confidential) and files correspondence including all other records.

12. Works with the Director of Business Services & Public Safety on special projects as assigned.

**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 or equivalent from two-year college or technical school and two or more years’ related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
The job requires the supervision of all Departmental contract security personnel and student assistants, as well as the training of contract security officers in computer record entries and ID systems.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to respond quickly and act in a manner consistent with high standards of emergency response.

• **Computer Skills:**
  To perform this job successfully, an individual should have knowledge of word processing, spreadsheet, Accounting, Inventory, and Internet software. Individual must also be proficient in use of the College database and e-mail software.

• **Certificates and Licenses:**
  Hazardous Waste Operator, First Responder, Certified in use of AED’s.

**Responsibility for People and Property:**
Yes.

**Responsibility for Communication:**

• **Internal Contacts:**
  Regular contact with all State College of Florida, Manatee-Sarasota staff and administrators regarding Public Safety issues and Banner software.

  Regular contact with students regarding medical emergencies, traffic accidents, parking tickets, lost and found.

  Immediate contact to communicate critical incidents to the Chief of Security. In his absence, will report all critical incidents to the Director of Business Services & Public Safety or to an appropriate Vice President and the College President.

• **External Contacts:**
  Contact with local and State Emergency Management Coordinators and State and local officials in matters concerning the safety and security of State College of Florida, Manatee-Sarasota’s campuses.

  Coordinate with other Public Safety offices of Community Colleges.

**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.

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 regularly required to sit, use manual
dexterity, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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. 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. 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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