State College of Florida, Manatee-Sarasota  
Job Description

Job Title: Campus Resource Officer  
Reports to: Various  
FLSA Status: Non-Exempt  
Level: 113  
Position Class: C9944

Job Summary:  
Provides Campus security throughout Campus providing for the protection of College students, staff, constituents and property. Primary responsibilities are the enforcement of Campus Public Safety policies and responding to disruptive or unusual disturbances. Acts as evening emergency communications coordinator.

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. Patrols entire campus during assigned shift to provide a visual presence. Observes all activities involving personnel, facilities, traffic flow and utilities operations to ensure safety of all persons and property. Handles all incidents according to College procedures and reports as required.

2. Coordinates emergency response to all incidents.

3. Assists Manager, Public Safety or Designee in responding to agencies in the management, investigation and follow-up activities associated with any Campus incident.

4. Provides routine emergency assistance to students, employees or visitors.

5. Coordinates work for contract security personnel.

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 (2) years’ experience in law enforcement, public safety, or military; or equivalent combination of education and experience. Must be familiar with access control systems, fire detection, suppression systems, and live safety techniques. Must have basic knowledge of hazardous materials, MSDS and incident prevention, control and countermeasures.

• **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 and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or customers or employees of organization.

• **Math Ability:**
  Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to perform calculations on standards measures of American currency and weight, volume, and distance.

• **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

• **Computer Skills:**
  To perform this job successfully, an individual should have basic knowledge of word processing, Internet, and database software and Contact Management systems. Must have proficiency with current College e-mail and Internet and other College-required software.

• **Certificates and Licenses**
  Completed law enforcement training as established by the Criminal Justice Standards and Training Commission (CJST) or Class D or G State Security License. Valid Florida Drivers’ License.

**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.

• **External Contacts:**
  This position has routine contact with College departments, students, 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 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 talk or hear. The employee is frequently required to sit, use manual dexterity, and taste or smell. The employee is occasionally required to stand, walk, reach with hands and arms, and climb or balance. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance 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. **Service Excellence:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding service excellence to everyone they serve including students, the community, and fellow employees in accordance with Pride in Excellence standards as listed:

   **RESPECTFUL**
   - Act in a courteous manner
   - Actively listen to gain full understanding
   - Demonstrate awareness of “everything speaks”
   - Show empathy and caring

   **RESPONSIVE**
   - Approach people in an inviting and pleasing manner
   - Take ownership of actions and decisions
   - Plan, anticipate, and be forward thinking
   - Answer and return phone calls and emails
   - Use proper communication etiquette
   - Banish the phrase “not my job”
   - Provide assistance to all inquiries and follow through
ACCURATE
Do it right the first time
Be knowledgeable of product and how it interfaces with others
Ask probing questions
Use resources effectively and efficiently

COLLABORATIVE
Participate in teams
Develop team skill sets
Learn available resources to be responsive to your constituents
Develop internal and/or external connections

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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