

Jurisdiction: Oneida County
Jurisdictional Class: Competitive
Revised: 9/8/94

SUPERVISING CAMPUS SECURITY OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and supervisory work involving responsibility for the security and safety of students, staff and visitors of Mohawk Valley Community College. While this position does not involve responsibilities for performing police duties such as apprehending persons, it does involve specific responsibilities for maintaining traffic control, security measures for persons and buildings, and safety programs consistent with State and Federal Regulations for Community Colleges. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops and administers a program encompassing all phases of safety for students, employees and visitors;

Maintains accident records to determine frequency and severity rates;

Schedules and assigns campus security personnel;

Plans and conducts training sessions for security personnel in all phases of their work;

Prepares reports for college officials as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of health, safety and security standards; good knowledge of fire control and police functions; good knowledge of traffic control procedures; ability to instruct and supervise subordinates in security work; ability to be courteous yet firm with the public; ability to understand and carry out oral and written directions; ability to prepare written reports; good powers of observation and memory; good mental ability.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered two year college or university with an Associate's Degree in police science or criminal justice **AND** two (2) years of full-time experience in a law enforcement or investigative position; **OR**
- (B) Graduation from high school or possession of high school equivalency diploma **AND** four (4) years of experience, as outlined in (A) above; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.