

Public Safety Officer
San Mateo County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=152910>

Downloaded On: Apr. 11, 2021 6:28am

Posted Jan. 16, 2021, removed Mar. 24, 2021

Job Title	Public Safety Officer
Department	
Institution	San Mateo County Community College District San Mateo, California
Date Posted	Jan. 16, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Public Safety
Apply Online Here	https://apptrkr.com/2124778
Apply By Email	
Job Description	

Public Safety Officer

San Mateo County Community College District

Posting Number: 20141025S

Department: Public Safety DIST (DEPT)

Location: Caada College, College of San Mateo, Skyline College

Position Number: 1C0178

Percentage of Full Time: 100%



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FLSA: Non-Exempt (accrues overtime)

Months per Year: 12

If other, please specify:

Salary Range:

Note:

Min Salary: \$73,164 (annual)

Max Salary: \$93,336 (annual)

Position Type: Classified Positions

Who We Are:

The San Mateo County Community College District is committed to achieving educational equity for all students. As outlined in the Districts Strategic Plan, success, equity, and social justice for our students are longstanding goals. The Districts [\[url=https://www.smccd.edu/strategicplanning/\]](https://www.smccd.edu/strategicplanning/)Students First Strategic Plan is focused on Student Success, Equity and Social Justice. We provide students with a rich and dynamic learning experience that embraces differences emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders. When you join our team at San Mateo County Community College District, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, classified staff, administration, students and community partners.

The College and the District:

The San Mateo County Community College District is home to Caada College, College of San Mateo, and Skyline College. All three of our colleges are designated as Hispanic Serving Institutions enrolling approximately 33,000 students each academic year. San Mateo County Community College District has a diverse student population that is a reflection of the communities that it serves. Detailed information about the student population, including data related to student success, can be found on the [\[url=https://www.smccd.edu/factbook\]](https://www.smccd.edu/factbook) San Mateo County Community College Districts Educational Services & Planning website.

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Who We Want:

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional educational community. The successful candidate will be an equity-minded individual committed to collaborating with faculty, classified staff, administration, students and community partners who are also committed to closing equity gaps. The San Mateo County Community District seeks employees who value mentorship and working in a collegial, collaborative environment, guided by a commitment to helping all students achieve their educational goals.

The Position:

The Public Safety Officer performs public safety work primarily related to assuring the safety and security of the District community and physical plant. Under general supervision, the employee patrols college and District Office grounds, parking lots, buildings and properties, directs traffic, enforces parking regulations, investigates complaints and minor incidents and corrects hazardous situations as they arise. Public contact is extensive and involves students, staff, law enforcement personnel, and the general public for the purpose of exchanging policy and procedural information. A high degree of independent judgment and creativity are required to select appropriate responses to a variety of minor to major situations that may arise. Consequences of errors in judgment can be costly in public safety, property loss, and employee time. A Public Safety Officer may lead the work of student assistants and other staff as assigned. Incumbents in this classification may be assigned to work shifts that are day, evening, nights, and weekends.

Duties and Responsibilities:

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges policy, procedural, and directional information with students, staff, the general public and emergency services personnel
2. Gives directions and refers visitors and students to appropriate college offices
3. Contacts emergency services personnel as necessary

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4. Attends training to obtain current information, policies, procedures, and certifications related to public safety
5. Meets with department and college staff to plan security procedures for special and regular events
6. Provides court testimony as required
7. Patrols buildings, classrooms, restrooms, parking lots, and all other District property to prevent and respond to theft, vandalism, loss of property, injury to staff, students, visitors, and facilities
8. Secures doors and windows, controls alarm systems; reports operational hazards and systems failures
9. Monitors high security and storage areas in person and with the Districts camera system
10. Directs traffic and enforces college parking regulations in order to maintain orderly traffic movement
11. Issues parking citations and responds to questions about parking
12. Serves as direct liaison with emergency services personnel in emergencies
13. Provides safety escorts for students, staff, and visitors for safety and protection at all hours
14. Reports and documents incidents
15. Observes and reports hazards and maintenance needs to the appropriate departments
16. Uses a variety of databases and computer software to enter, modify, retrieve, and track incident, hazard, statistical and other data, and to compose and prepare correspondence, surveys, memoranda, reports and other written materials
17. Trains and leads the work of student assistants and other staff as assigned
18. Performs other related duties as assigned

Minimum Qualifications:

Graduation from high school

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Certificate of Completion from the POST-certified Regular Basic Course (664 hour minimum basic academy) OR one of the following POST Certificates: Basic, Intermediate, Advanced, Supervisory, Management, or Executive

Failure to upload Basic Course Certificate of Completion or POST Professional Certificate may result in disqualification of application from consideration.

Successful work experience in a security service or law enforcement agency

Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff

Demonstrated skill in verbal and written communication

Experience with the use of a variety of computer software to compose and prepare correspondence, reports, and other printed materials

Possession of a valid California Drivers License (or the ability to obtain one)

Possession of an American Red Cross First-Aid and Cardiopulmonary Resuscitation (CPR) Certificate or must be obtained during the probationary period of employment

Successful completion of Emergency Management Institute (EMI) IS-100, IS-200, IS-700, and IS-800 must be obtained during the probationary period of employment

Demonstrated skill in working as part of a customer service team

Physical Requirements:

This classification requires standing and walking for extended periods of time; manual dexterity; moderate to heavy lifting; work outdoors in varying climates; driving a motor vehicle; pushing and pulling; climbing steps of varying numbers; and running to give chase in order to perform the essential functions.

Equivalence to Minimum Qualifications:

Knowledge, Skills and Abilities:

1. Knowledge of California vehicle and penal codes and applicable federal, state, and local laws,

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codes, regulations and reporting requirements

2. Knowledge of common law enforcement/ security procedures
3. Knowledge of college and District facilities and area layout
4. Knowledge of and skill in first aid and cardiopulmonary resuscitation procedures
5. Skill in respectful, tactful, and sensitive interaction with people who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds
6. Skill in quick and appropriate lawful responses to crisis situations
7. Skill in working effectively as part of a customer service team
8. Skill in training and leading the work of others, including giving clear, concise, accurate, and complete instructions
9. Ability to utilize appropriate command presence principles when communicating with others
10. Skill in effective written and oral communication
11. Skill in using a variety of computer software to compose and prepare reports, correspondence, and other materials
12. Ability to utilize discretion and accurately interpret a wide variety of security and safety regulations and laws to resolve problems and prevent escalation

Preferred Qualifications:

Associates degree

Ability to speak other languages

Benefits:

Benefits include paid holidays, vacation and sick leave. The District pays all or a portion of monthly medical plan premiums (depending on the coverage) and pays all of the monthly dental and vision plan

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premiums for employees and eligible dependents. Additional paid benefits include life insurance, salary continuance insurance, and an Employee Assistance Program. Classified employees participate in the Public Employees Retirement System, a defined-benefit retirement plan through the State of California. Optional tax-deferred 403(b) and 457 retirement plans are also available.

Open Date: 01/15/2021

First Review Date: 02/05/2021

Close Date:

Open Until Filled: Yes

Special Instructions Summary:

Required Application Materials

All applicants are required to submit:

1. A completed online District application form (go to <https://jobs.smccd.edu> to complete the application and to apply for this position).
2. A resume that details all relevant education, training, and other work experience.
3. A cover letter of no more than 3 pages that addresses the applicants cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff as well as the applicants qualifications as they relate to the requirements, knowledge, skills, and abilities listed in this announcement.

Candidates for interview will be selected from among those who most closely meet the requirements and knowledge, skills and abilities. Meeting the minimum qualifications does not guarantee an interview. As part of the interview process, candidates may be asked to demonstrate job-related knowledge and skills.

For questions related to this posting, please contact:

SMCCCD Office of Human Resources
3401 CSM Drive, San Mateo, CA 94402

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Tel.: (650) 574-6555

Fax:(650) 574-6574

Web Page: www.smccd.edu/hr

Conditions of Employment:

Prior to employment, the selected candidate will be required to complete the following:

1. Submit official transcripts (applies to all faculty or educational administrative positions)
2. Submit verifications of prior employment
3. Satisfactory references
4. Successfully being cleared for employment through the background checking process

In addition to background checks, the District may review publicly available information about a candidate on the Internet. If a candidate is aware of incorrect or inaccurate information that is available on the Internet, the candidate is welcome to address such an issue with the Office of Human Resources.

5. Present original documents for proof of eligibility to work in the United States
6. Approval of your employment by the SMCCCD Board of Trustees
7. Provide a certificate of Tuberculosis exam for initial employment.
8. Have fingerprints taken by a Live Scan computer (Clearance must be received prior to first day of employment). Please note that the California Education Code requires, in part, that community college districts shall not employ or retain in employment persons in public school service who have been convicted of certain felonies, a misdemeanor drug charge (including alcohol offenses) or misdemeanor moral turpitude (sexual offense) crime. However, consideration may be given to those whose drug convictions occurred more than five years ago. A conviction for other crimes may not necessarily disqualify you from the job for which you may be applying.

EEO Statement:

The San Mateo County Community College District is an Equal Opportunity Employer that seeks to employ individuals who represent the rich diversity of cultures, language groups, and abilities of its surrounding communities.

Accommodations:

Applicants who have disabilities may request that special accommodations be made in order to complete the selection process. Accommodation request forms and a copy of the Americans with



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Disabilities Act applicant procedures are available in the Office of Human Resources.

Annual Security Report:

San Mateo County Community College Districts (SMCCCD) 2020 Annual Security Report (ASR), required by the Clery Act, includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by SMCCCD; and on public property within, or immediately adjacent to and accessible from SMCCCD. Our 2020 Annual Security Report also outlines various campus safety and security policies, such as those concerning crime reporting, prevention and response to sexual and gender violence, alcohol and drug use, crime prevention, emergency response and evacuation procedures, and other matters. The 2020 Annual Security Report also includes important tips to help every member of the community remain safe and avoid becoming a victim of crime. The 2020

[url=<https://www.smccd.edu/publicsafety/2020%20SMCCCD%20Annual%20Security%20Report.pdf>] Annual Security Report is now available. You can also obtain a copy of this report by contacting the Department of Public Safety at the District Office or any of the three Campuses (650) 738-7000.

To apply, visit: [url=<https://apptrkr.com/2124778>]<https://jobs.smccd.edu/>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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