

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CAMPUS SAFETY COORDINATOR

BASIC FUNCTIONS:

Under the direction of an assigned supervisor organize, coordinate and oversee the operations, activities, and functions of the District's safety and parking control program; interview, select, train, assign work, supervise, and schedule assigned student workers; monitor campus grounds and direct safety and emergency response services to the appropriate area; collect and account for parking fees and citations.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

Organize, coordinate and oversee the operations and activities of the District's safety and parking control function *E*

Select, train, schedule, and coordinate student workers involved in safety and parking control operations. *E*

Patrol campus grounds and facilities as

Serve as a member of the Safety and Facilities Committee. *E*

Assist with the emergency plan and coordinating emergency exercises on campus; interact with emergency responders in providing assistance and confidential information as required. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of :

- Rules, regulations and procedures related to campus safety and parking control.
- Principles and practices of training and providing work direction.
- Traffic control practices and techniques.
- Basic motor vehicle laws and regulations.
- Local law enforcement and emergency response agencies.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Recordkeeping techniques.
- Operation of a computer and office equipment.
- Modern office practices, procedures and equipment.

Ability to:

- Coordinate and lead operations and activities related to safety and parking.
- Collection and accounting of monies.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Interview, select, train, assign work, supervise, and schedule student workers.
- Work independently with little direction.
- Plan and organize work.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Operate a computer and related software to enter data, maintain records and generate reports.
- Establish and maintain cooperative and effective working relationships with others.

