

## POSITION DESCRIPTION

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**JOB TITLE:** CAMPUS FULL TIME SECURITY OFFICER

**DEPARTMENT:** CAMPUS POLICE AND SAFETY

**DIVISION:** STUDENT AFFAIRS

**HOURLY WAGE:** GRADE 3: \$36,931 - \$42,471 (paid hourly at \$17.76 – \$20.42)

**HOURS PER WEEK:** 40

**FLSA:** NON-EXEMPT/HOURLY

**IMMEDIATE SUPERVISOR:** CHIEF OF POLICE/DIRECTOR OF CAMPUS POLICE AND SAFETY

**SCHEDULE DETAILS:** FULL TIME/12 MONTHS/HOURLY

**DATE OF LATEST REVIEW/REVISIONS:** DECEMBER 3, 2024

### Position Summary

Crowder College is looking for retired police officers, off-duty police officers or seasoned security staff to serve as a full-time security officer at the Crowder College campus in Neosho, Missouri. The campus security officer will ensure employees, students, and visitors are safe, facilities are secure, and officers respond quickly and competently to all emergencies.

### Essential Job Duties

- Serves as a campus security officer patrolling campus. Patrols may be on foot and/or in a vehicle.
- Responds to on-campus emergencies and/or issues involving campus safety.
- Monitor the premises, make reports, and maintain a daily activity log.
- Check email daily for request/Information.
- Maintains courteous and cooperative relationships with people in the campus community.
- Completes and submits accurate and detailed incident and crime reports to the Chief of Police.
- Submits workorder for needs related to facilities, maintenance, or custodial issues.
- May support department office work and must be able to use computer technology.
- Monitors campus facilities, secure buildings, parking lots and conducts daily safety inspections.
- Enforces parking policies and assists patrons who have car trouble.
- Maintains a high level of visibility to ensure environment is safe and deter crimes.
- Participates, maintains, or conducts campus safety trainings, workshops, drills, testing of safety/security systems and other related activities.
- Ensures up-to-date safety posters, exits signs, evacuation/escape routes, etc. are posted and clearly visible.
- Ensures AEDs, fire extinguishers, and emergency medical supplies/cabinets are properly stocked with no out-of-date items.
- Delivers daily bank deposit to local bank.
- Assists in the operation of the community safe room (where applicable) including emergency planning, management of safe room supplies, scheduling first aid training, and serving as the on-site field manager in case of severe weather.
- Performs other related duties which may be assigned by the Chief of Police/Director of Police and Campus Safety.
- Work assigned shift schedule based on the needs of the department, that may include, days, nights, holidays and weekends.

### Required Knowledge, Skills & Abilities

- High School diploma or equivalent
- Must be minimum of 21 years of age
- Must be able to pass a background and reference check and must not have any felony convictions or misdemeanors involving domestic violence or moral turpitude.
- Must possess a valid Missouri driver's license with a good driving record

- Must be able to physically patrol campus on foot. Ability to see, hear, speak, use hands and fingers, sit, carry, stoop, kneel, crouch or crawl and push or pull, and lift a minimum of 100 pounds.
- Able to work cooperatively and communicate with college employees, students, law enforcement, emergency personnel, and the general public.

### **Recommended Knowledge, Skills & Abilities**

- Associate's degree or equivalent in law enforcement training strongly preferred
- Two years law enforcement or trained security experience strongly preferred
- Knowledge of current law enforcement issues, theory, and practice; health and safety regulations; and local, state and federal laws.
- Training in areas of safety compliance, criminal investigation and crime prevention preferred.
- Ability to work 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> shift and respond to emergency calls strongly preferred.
- Ability to work rotating eight – 12-hour shift, strongly preferred.

### **Equipment/Software**

- Information Technology abilities required:
  - Ability to operate a computer using Windows environment.
  - Ability to operate a computer within the Crowder College network environment.
  - Ability to utilize email.
  - Ability to perform basic Microsoft Office 365 components (MS Word, MS Excel, MS Power Point)
  - Ability to utilize SharePoint, Teams and OneDrive.

### **Positions Supervised**

- None

### **Working Environment**

- Indoor and outdoor activity, with some exposure to noise, dust, cleaning chemicals, and inclement weather.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required including up to 12-hour shifts.
- Travel to other instructional sites occasionally required.
- Travel for professional development occasionally required.
- The working environment conditions herein 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.

### **Physical**

- Involves mobility within the campus and various sites.
- While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision. The employee must have and maintain appropriate hearing and vision in order to ensure the safety of self and others. May be required to walk long distances or run for extended periods. May also be required to lift, carry, push or pull objects up to 100 lbs.
- The physical conditions herein 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.

### **Language/Communication Skills**

- Ability to read and understand the English language.
- Ability to communicate effectively with a variety of people, including staff, students and the general public.
- Ability to understand oral or written instructions, and to ask appropriate questions for clarification.

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