

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED CLASS TITLE: CAMPUS SAFETY COORDINATOR

SALARY TABLE: 29 SALARY RANGE: 36

BASIC FUNCTION:

Under the direction of the Director-Safety and Emergency Response, coordinate Safety Office activities to meet campus needs during emergencies and non-emergencies; perform, a variety of specialized duties related to emergency campus lock downs, emergency communications, dispatching calls, preparing, processing, and evaluating work orders, electronic door access issues, hard key issuance, staff identification card issuance, parking requests, permits and citations including administrative reviews, campus lost and found; update and maintain Safety and Emergency Response website information as requested, coordinate and provide work direction and guidance to designated temporary employees.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate Safety Office activities and provide a variety of related specialized duties and support services to meet campus needs and coordinate department office functions; provide liaison and support services related to dispatching calls, electronic door access issues, work orders, hard key issuance, staff identification card issuance, parking requests, permits and citations, administrative citation reviews, department website updates and campus lost and found.

Assist with the distribution and collection of College District keys and related lock specialist work functions including testing access control equipment and preparing, evaluating and coordinating relevant work orders; coordinate inventory functions to assure accurate accounting of hard keys. Issue and account for employee keys according to established policies and procedures; input related data into an assigned computer system and maintain automated records. Maintain current office programs and software, including testing and recommending new programs, software and equipment whenever necessary

Coordinate the primary emergency responses within the Safety office during a lock down or emergency situation. Operate the electronic doors during emergency incidents, provide emergency communication updates through approved campus platforms, provide radio communication relief for the emergency phone line during high volume call times by answering and directing as necessary, log timeline of known incidents and radio traffic during emergencies, assist the Emergency Operations Center (EOC) as necessary.

Control campus networked access to all district facilities using specialized software to coordinate proper ID card permissions, input semester building and room schedules, continually customize and update lab and secure areas door schedules, remove access as necessary or when

directed, and ensure holiday schedules are applied appropriately to protect campus property.

Provide work direction and guidance to assigned employees; coordinate work assignments and review work for compliance with established standards and procedures. As requested, assist to review and verify accuracy of employee time sheets for payroll processing.

Perform a variety of diversified and complex clerical duties involving independent judgment and requiring in-depth knowledge of campus safety operations; assure smooth and efficient office operations, and proper and timely completion of projects and activities; coordinate flow of emergency and non-emergency communications and information in support of assigned functions and activities.

Serve as the primary assistant to the assigned supervisor; provide public relations and communication services; receive, screen and route telephone calls; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences, meetings and other events.

Receive visitors, including administrators, faculty, staff, students and the public; provide assistance or direct to appropriate staff; respond to inquiries and provide information and assistance related to program or department operations, activities, standards, requirements, time lines, policies and procedures. Communicate with College personnel, students and outside agencies to exchange information and resolve issues or concerns; answer telephones and assist callers as needed.

Compile information and prepare and maintain a variety of records, logs and reports related to programs, projects, students, financial activity, and assigned duties; establish and maintain filing systems; review, revise and proofread a variety of documents and information.

Utilize campus technology tools to research student information, control electronic door access, evaluate and research electronic lock access issues, perform emergency messaging and emergency response as requested. Process parking citation appeal data; obtain and prepare related materials for citation appeal hearing with Hearing Officer. Receive and coordinate all special parking requests; prepare and transmit daily guest list to kiosk; issue staff parking permits and maintain related records. Process all law enforcement background check requests.

Maintain centralized campus wide lost and found item inventory in a secure and organized manner.

Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries and generate various computerized lists and reports as requested; assure accuracy of input and output data.

Operate a variety of related office equipment including a copier, computer and assigned software, and two-way radio.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Emergency lockdown and response procedures
Emergency notification and messaging procedures
Blackboard access control software
Safety office operational responsibilities
Technology tools related to Safety office operation
Modern office practices, procedures and equipment
Correct English usage, grammar, spelling, punctuation and vocabulary.
General terminology, practices and procedures of assigned office
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of college students. Operation of standard office equipment including a computer and assigned software.
Oral and written communication skills.
Policies and objectives of assigned programs and activities.
Principles of training and providing work direction.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.

ABILITY TO:

Coordinate Safety Office activities and provide a variety of related support services to meet campus needs.
Coordinate and provide work direction and guidance to designated temporary employees.
Perform a variety of clerical and secretarial duties to relieve the supervisor of administrative and clerical detail.
Coordinate flow of communication and information.
Assure smooth and efficient office operations.
Answer telephones and greet the public courteously.
Complete work with many interruptions.
Serve as a liaison between students, staff, faculty and the public on matters related to campus safety.
Work independently with little direction.
Operate standard office equipment including a computer and assigned software, and two-way radio.
Meet schedules and time lines.
Maintain records and prepare reports.
Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND PAID EXPERIENCE:

Any combination equivalent to: graduation from high school and three years related experience involving frequent public contact.

LICENSES AND OTHER REQUIREMENTS:

Valid Class C California driver's license.

Blackboard access control certification is preferred

Valid First Aid and CPR Certification issued by an authorized agency at time of hire

Completed FEMA Training NIMS/IS-100 and NIMS/IS 700 within 12 months of hire

Mental Health First Aid course

Community Emergency Response Team Certification (CERT) within 12 months of hire

NaBITA- National Behavioral Intervention Training is preferred

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard, two-way radio, hard keys, lost and found items.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Hearing and speaking to exchange information in person and on telephone.

Walking to monitor campus Safety activities.

Bending at the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders and horizontally.

HAZARDS:

Potential contact with dissatisfied or abusive individuals