

**Position Summary:** Typical Essential Duties

- Provide for the security and safety of students and staff;
- Develop and coordinate a risk management program and serve as liaison with the Florida Community Colleges Risk Management Consortium (FCCRMC), including but not limited to, receiving Accident/Incident and Worker's Compensation First Notice if Injury Reports and ensuring the timely transmittal of such reports to the FCCRMC;
- Serves on the Risk Management Group chaired by the College Attorney;
- Maintain on-going knowledge of policies, procedures, laws and ordinances on both state and national levels related to Risk Management, Security and Safety and Environmental issues;
- Develop and implement procedures for the investigation of disruptions, incidents and accidents occurring on all college owned or leased property;
- Coordinate and allocate department or campus resources in response to extraordinary circumstances which make standard operating procedures inappropriate.

This is the fourth of four levels in the Security series. The classification is responsible for coordinating and implementing security functions at an assigned site including the coordinating of operations for a parking garage, provide direction to Security Officers, and perform the duties of the lower levels. Responsibilities may include developing garage and security operations; develop strategies to accomplish goals, implement policies and procedures, and develop and monitor an assigned budget.

**Compensation:** \$53,707.34 - \$75,190.28

**Requirements: Education:**

Bachelor's degree in a related field to assigned area.

**Experience:**

Five (5) years experience supervising security operations.

*\* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

**Knowledge:**

- Security and Risk Management procedures and practices and a general understanding of safety and environmental issues.
- Managerial principles;
- Security principles and practices;
- Accepted protocols regarding defense of property and individuals;
- Crisis and emergency management principles and practices;
- Applicable tools, equipment, and systems of the trade;
- Budgeting principles;
- Applicable Federal, State, and local laws, rules, and regulations.
- Computers and related software applications.

**Skills:**

- Develop and implement a program and training related to the overall Security and Safety of students and staff.
- Supervising and evaluating employees;
- Prioritizing and assigning work;
- Responding to crisis or emergency management situations calmly;
- Analyzing problems and making appropriate recommendations;
- Using and troubleshooting applicable security system problems;
- Applying applicable laws, rules and regulations;
- Developing and monitoring a budget;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical:**

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Responsibilities:**

| These duties are a representative sample; position assignments may vary. |  | Potential Frequency |
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| 1.   | Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintains a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. | Daily<br>20%        |
| 2.   | Develops security protocols, procedures, strategies, and plans.  | Daily<br>20%        |
| 3.   | Manages and implements security operations, programs, policies, and procedures for an assigned site.   | Daily<br>30%        |
| 4.   | Prepares, maintains, and updates reports that detail security activities; ensures that reports are within mandated guidelines.   | Daily<br>20%        |
| 5.   | Prepares and administers the budget in assigned area of responsibility; monitors the budget and procures inventory as necessary.   | Daily<br>10%        |
| 6.   | Performs other duties of a similar nature or level.  | As Required         |

**Equal Access/Equal Opportunity**

The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin, marital status, pregnancy, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the college will not tolerate such conduct. Should you experience such behavior, please contact Pamela Smith, the director of EA/EO/Title IX Coordinator at 727-341-3261; by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at [eaao\\_director@spcollege.edu](mailto:eaao_director@spcollege.edu).