

San Diego Community College District

NANC JOB DESCRIPTION

Title: Security Officer

Unit: Non-Academic/Non-Classified Service

Page: 1 of 1

Job Code: N1720

Original Date: 04/2018

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

FUNCTION:

Under the direction of an assigned supervisor, patrol campus grounds, facilities, parking lots, and adjacent areas of off-site locations by vehicle or on foot to protect persons and property; control traffic and issue parking citations.

DESIRABLE QUALIFICATIONS:

Knowledge of traffic laws and vehicle control procedures. Ability to learn District and campus rules and regulations regarding parking, safety, and conduct; enforce pertinent parking laws, rules, and regulations with tact, firmness, and diplomacy; understand and follow oral and written directions; communicate effectively both orally and in writing; establish and maintain effective working relationships with others. Sufficient training and experience to satisfactorily perform assigned duties.

TYPICAL DUTIES INCLUDE:

- Patrol campus parking lots, grounds, facilities, adjacent areas, and off-site locations on foot and in vehicles.
- Issue parking citations and warnings as appropriate for violation of parking rules and regulations; prepare reports for non-injury traffic accidents and minor non-traffic injuries.
- Monitor a variety of issued parking permits to verify that permits are current and valid. Report the illegal use of or stolen permits to supervisor.
- Assist college police in traffic control and in locating abandoned vehicles.
- Direct traffic and ensure its proper control; place barricades and stand-by to control parking usage at designated locations and for special events.
- Report on parking lot conditions, missing signs, malfunctioning parking meters, or other unsafe conditions on roadways and in parking lots.
- Assist students and faculty with minor vehicle problems, including lock outs and battery jumps.
- Provide information and directions to faculty, staff, students, and visitors.