

Job Title: OPS Senior Security Officer

Compensation: \$16.54 - \$16.54

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 3

**Position Summary:**

Incumbents coordinate and implement security functions at an assigned site for an assigned shift, provide direction to Security Officers, and perform the duties of the lower level. Responsibilities may include reviewing Security Officer reports; monitoring the activities of Security Officers; ensuring appropriate security coverage for activities and events; preparing and distributing College incident reports; preparing administrative reports; and performing the duties of the lower level.

**Requirements:**

**Education:**

High School Diploma or equivalent (GED).

**Experience:**

Four years experience providing security.

*\*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 principles and techniques;
- Applicable Federal, State, and Local laws, rules, regulations, codes, and procedures;
- Modern office equipment;
- Customer service principles;
- Electronic surveillance equipment;
- Recordkeeping principles;

- Computers and related software applications.

**Skills:**

- Prioritizing and assigning work;
- Monitoring facilities to ensure security and safety;
- Applying applicable laws, rules, regulations, codes, and procedures;
- Providing customer service;
- Reacting quickly and calmly in emergency situations;
- Maintaining operational records;
- 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: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, grasping, talking, hearing, seeing, and repetitive motion.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Incumbents may be subjected to odors, dusts, poor ventilation, and extreme temperatures.

**License:**

Security Officer "D" License.

Valid Driver's License.

**Responsibilities:**

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Prioritizes and assigns work to lower level staff; prepares work schedules; and trains staff on work methods and procedures; and participates on staff evaluations.	Daily 20%
2.	Secures campus and deters crime by performing foot patrols, bicycle patrols, and/or vehicle patrols of campus facilities, which includes: patrolling parking lots to prevent thefts from vehicles and crimes occurring in vehicles; locking and unlocking classrooms, offices, and other campus facilities; monitoring surveillance cameras; directing traffic; and performing related activities.	Daily 40%
3.	Monitors entries to buildings; checks identifications; conducts safety checks of building interiors.	Daily 20%
4.	Issues parking tickets; maintains related records of crimes, injuries, incidents, and traffic accidents.	Daily 10%
5.	Provides assistance to citizens, which may include: jumping batteries; unlocking cars; providing driving directions; escorting individuals; communicating campus policies; providing general information in person and over the phone; and performing related activities.	Daily 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 the Title IX Coordinator at [727-341-3261](tel:727-341-3261); by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at [eaeo\\_director@spcollege.edu](mailto:eaeo_director@spcollege.edu).