

TMCC – SECURITY OFFICER

Position Title: Security Officer
Department: Security/Facilities
Contract Term: 12-month
Accountable to: Security Officer
Salary Range: \$18.10 - \$19.65/hr

Summary of Position: This position is responsible for providing a safe and secure school environment. Will maintain safe conditions on all TMCC campuses, patrol and guard all campus properties, buildings and grounds and perform other related work as required.

Typical work hours will vary depending on the needs of the College; shift work is required.

SKILLS

Experience:

- Provide a uniformed presence for the safety of student, employees and visitors.
- Patrol and provide security for all campus buildings and grounds and guard against crime, including theft and vandalism.
- Check doors and windows for security; lock doors and turn out lights, conduct routine and special request locking and unlocking of campus buildings including weekends.
- Watch for and report fire hazards and unsafe conditions to the proper authorities and immediately report fire and accidents to the proper authorities.
- Enforce parking and smoking rules and guidelines on all campuses.
- Provide escorts when a situation arises.
- Assist motorists in addition to inspecting suspicious vehicles.
- Investigate complaints and incidents according to established procedures.
- Receive, record, and act upon appropriately any student, staff, faculty complaints and incidents.
- Work in collaboration with the Dean of Students and other appropriate administrators in student complaint incidents.
- Assist with crime prevention/awareness education.
- Report unusual or suspicious occurrences to proper authorities.
- Maintain radio communications with law enforcement agencies as directed.
- Prepare incident reports, log calls received and complete other record keeping as required.
- As a member of the safety team, represents TMCC for emergency response procedures for tribe and county.
- Participates in emergency and disaster related training, including NIMS training, and assists in providing training for employees and students based on training received.
- Assists in the direct response or crisis management activities.
- Assists in providing disaster preparedness training for students and employees.
- Possess proficient computer skills in current software applications that include MS Office.
- Demonstrated strong interpersonal, verbal communication and writing skills.
- Knowledge of relevant equipment, policies, procedures and strategies to promote effective security operations for the protection of people, data and property.
- Knowledge of federal, state, and tribal laws regarding students, records, privacy; knowledge of college policy and procedures and mission statement.
- Promote and recruit students for TMCC.

Licensure and Certifications:

- Valid North Dakota driver's license.

Human Contact Skills:

- Requires frequent/daily contact with the public that will require skilled application of appropriate oral communication and human relation techniques.
- Participates in recruitment and outreach activities.
- Possess strong networking and communication abilities for working with students, college staff/faculty and community partners.
- Establish and maintain contact with area law enforcement, emergency management agencies, fire department, health care facilities and any other applicable agencies.
- Establishes relationships with functional leaders on all campuses.
- Deals tactfully and courteously with the public.
- Attend all scheduled college functions and meetings as required.
- Serve on college committees as appointed.

RESPONSIBILITIES

Responsibilities for Equipment or Facilities or Records

- Maintains confidential records/files of complaints and incident reports.

Financial Responsibilities:

- Work does not require handling money or budgetary responsibilities.

WORKING CONDITIONS

Job Environment and Hazards

- Duties will routinely require travel to other campuses. There is also the potential for elevated risk due to the potential of working in a hostile environment.

Physical Demands:

- Position will occasionally require long periods of sitting and working on the computer and other office paperwork.
- Lifting and carrying up to 50lbs.
- Ability to handle stressful emergency/crisis situations.

Mental Demands:

- Ability to be organized; reliable; logical and rational under pressure; highly accurate in maintenance of records; meet and assist the public; maintain high level of confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships. Able to work in a fast-paced and deadline-driven work environment.
- Fosters mutually beneficial relationships with outside agencies.
- Observes work hours and demonstrates punctuality.
- Perform other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

- A minimum of a High School Diploma or GED along with 3 years documented successful security related experience is required.

PREFERRED QUALIFICATIONS:

- An Associate Degree or Law Enforcement certification and training such as ND Peace Officer, BIA Law Enforcement Certification, or other State/Federal Police Officer licensure is preferred.
- Knowledge of Security and Law Enforcement methods and techniques; legal rights of citizens in general and students in particular and training in law enforcement is beneficial.
- CPR/First Aid/AED Instructor Certification or able to obtain within 3 months of date of hire.
- FEMA/Emergency Management certification training preferred.
- OSHA 500/501 Authorized Trainer/OSHA training/certification preferred.