



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

PUBLIC SAFETY ASSISTANT

A Classified Position

[Grade 20 – Salary Schedule 60](#)

A. General Statement

The Public Safety Assistant performs public safety work primarily involved in traffic control, record keeping and participation in general safety and security responsibilities for the campus community. Under direct supervision, the employee patrols College and District Office parking lots, directs traffic, enforces parking and general traffic regulations, assists security personnel in checking facilities and property, and reporting hazards and safety violations. Public contact is extensive and involves students, staff, law enforcement personnel and the general public for the purpose of exchanging policy and procedural information. A moderate to high degree of independent judgment and creativity is required to select appropriate responses to a variety of minor and occasional major situations that arise. Consequences of errors in judgment can be costly in public safety, property loss and employee time. A Public Safety Assistant can direct the work of student assistants as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges policy, procedural and directional information with students, staff, the general public and law enforcement personnel
2. Gives directions
3. Refers visitors and students to appropriate College offices
4. Meets with department and College staff to plan traffic, parking and related security procedures for special and regular events
5. Provides court testimony as required
6. Patrols parking lots and other District properties to prevent and respond to parking and traffic inconvenience, injury or loss to staff, students and visitors
7. Directs traffic and enforces College parking regulations in order to maintain orderly traffic movement
8. Issues citations
9. Escorts students, staff and visitors for safety and protection as needed
10. Participates in incident investigations, and reports incidents that arise
11. Observes and reports hazards and maintenance needs such as lighting irregularities

12. Uses a database and a variety of computer software to enter, modify, retrieve and track incident, hazard, statistical and other data, and to compose and prepare routine correspondence, memoranda, routine reports and other written materials
13. Directs the work of student assistants and other staff as assigned
14. Performs other related duties as assigned

C. Requirements

1. Graduation from high school
2. Successful work experience or training in security or law enforcement
3. Demonstrated ability to communicate sensitivity, constructively and respectfully with people of diverse genders, cultures, language groups and abilities
4. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students
5. Demonstrated skill in verbal and written communication
6. Skill in computer data entry, modification and retrieval
7. Experience with the use of a variety of computer software to compose and prepare correspondence, reports, and other printed materials
8. Possession of a valid California Driver's License or the ability to obtain one
9. Possession of an American Red Cross First-Aid and Cardiopulmonary Resuscitation (CPR) Certificate must be obtained during the probationary period of employment
10. Demonstrated skill in working as part of a customer service team

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires data interpretation; good memory; visual acuity and comparison of scenarios to draw conclusions; standing and walking for long periods; driving a motor vehicle; manual dexterity; moderate to heavy lifting; work outdoors in varying climates; discretion, confidentiality, tact, sensitivity, respect for others; adaptability and flexibility; pushing and pulling; climbing steps of varying numbers; attention to details; and patience in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of California vehicle code regulations and reporting requirements
2. Knowledge of common security procedures
3. Knowledge of College and District facilities and area layout
4. Knowledge of and skill in first aid and cardiopulmonary resuscitation procedures
5. Skill in respectful, tactful and sensitive interaction with people who are diverse in their cultures, language groups and abilities
6. Skill in quick and appropriate legal responses to crisis situations
7. Skill in working effectively as part of a customer service team
8. Skill in using a variety of computer software to compose and prepare reports, correspondence, and other materials
9. Ability to accurately interpret and select from a wide variety of security and safety regulations and laws to resolve minor problems and prevent escalation