



## Job Classification Description

**Operations and Security Specialist /CCV  
Non-Bargaining Unit**

**Grade 8  
Non-Exempt**

### **BASIC FUNCTION**

To perform a wide variety of administrative tasks related to specific office functions, to provide protection services, and assist with emergency situations.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Perform specialized or technical functions to include troubleshooting and/or resolving classroom technology issues.
- Complete operations assignments related to inventory, ordering and replenishment of supplies.
- Perform routine liaison functions with students, instructors, and other staff to coordinate operations services, answer questions, handle special requests.
- Patrol classroom, office, and common areas on a frequent basis to promote security for college constituents and monitor college activities.
- Investigate unusual or suspicious activities and use of college facilities by non-college personnel. Report security incidents to proper college and local authorities as incidents require.
- Respond to and report emergency situations. Assist local fire and rescue personnel as needed. Report hazardous conditions to college officials.
- Provide escort services between college facilities as requested. Secure facilities at the end of the college business day.
- Perform registration, recordkeeping, and reception duties as assigned or as college calendars require.

### **SUPERVISION RECEIVED**

Minimal supervision is received from Operations Manager; work may be assigned by the Regional Operations Director.

### **MINIMUM QUALIFICATIONS**

Associates degree in business, criminal justice, law enforcement, security or other appropriate discipline, plus two to three years relevant experience. One year security experience or previous security training highly desirable, or a combination of administrative or security experience and education from which comparable knowledge and skills are acquired.

- Ability to deal effectively with a wide range of individuals in administrative, support, and in some instances, stressful or emergency situations.
- Excellent oral and written communication skills as well as the ability to build effective, interpersonal relationships and utilize conflict management skills.
- Previous experience or training in responding to emergency situations and administering first aid, or a willingness and ability to learn these responsibilities.
- Demonstrated integrity as well as strong organizational and administrative skills. Ability to maintain confidentiality.
- Previous computer experience required. Proficiency with Microsoft computer applications. Experience or willingness to learn some basic computing and technology support functions.
- Physical ability to perform all job duties including walking patrols, climbing stairs, and providing a quick response to emergency situations.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**