NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Security Coordinator

**Department:** Plant Services
**Job Status:** Full Time
**FLSA Status:** Non-Exempt
**Reports To:** Director of Plant Services
**Grade/Level:** Maintenance V
**Amount of Travel Required:** No travel required
**Work Schedule:**
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor

**PURPOSE:** Under the supervision of the Director of Plant Services, to enforce the law, provide service, information and aid to all citizens as circumstances require, prevent crime, suppress disturbances, investigate criminal offenses, and arrest offenders. Responsible for enforcement duties for the protection, safety and welfare of students, employees, visitors, and all property within the area under the control and jurisdiction of Northeast Texas Community College, including primary jurisdiction in all counties where the NTCC has a real property interest and secondary jurisdiction in all other Texas counties. Exercises independent judgment within the limits prescribed by law, Rules and Regulations of the Board of Trustees, institutional rules and regulations and departmental policies and procedures.

**MAJOR RESPONSIBILITIES:**
- To perform law enforcement duties on the property under the control and jurisdiction of Northeast Texas Community College.
- Preserve the peace by the use of all lawful means, interceding, when authorized by law, to prevent or suppress crime.
- Arrest offenders with and without warrant when authorized by law. Investigate criminal offenses to detect and arrest criminals, and recover stolen or lost property.
- Attempt to locate missing persons.
- Enforce traffic law by detecting violations, making violator contacts, placing violators in custody or issuing citations or warnings. Investigate motor vehicle collisions.
- Prepare various written reports narrating law enforcement and police activities.
- Give testimony in the criminal courts of this state and the United States.
- Confers with prosecuting attorneys, preserves evidence, and maintains confidential information.
- Confers with local law enforcement, criminal justice and emergency response agencies on matters of mutual interest.
- Determines security needs for the college, leads the hiring committee for security officers.
- Coordinates activities of security staff.
- Displays use of good judgment and discrimination, treating records, information and office concerns in a confidential manner.
- Provides assistance to members of the campus community including jump-starting vehicle, and unlocking vehicles.
- Provides information and assistance to visitors at college facilities.
- Guards against theft of college property.
- Removes problematic students from campus.
- Completes incident reports of criminal and non-criminal nature.
- Maintains daily log sheets.
- Watches for and reports any maintenance problems.
- Reports all hazardous and dangerous conditions that may affect the safety and well being of students, employees and visitors.
- Picks up delivers college mail.
- Picks up bank deposits and delivers to bank for college business office.
- Patrols outlying buildings (baseball, softball, and soccer fields, rodeo arena, maintenance and college farm)
- Patrols buildings and checks entrances and exits to ensure they are locked or unlocks as needed.
• May perform other tasks on a limited basis as required.
• Serve on the emergency preparedness committee.
• Performs related duties as assigned.

Competency Statement(s)
• Communication - Ability to communicate verbally and in writing clearly and concisely.
• Customer Oriented - Ability to take care of the customers’ needs while following company procedures.
• Detail Oriented - Ability to pay attention to the minute details of a project or task.
• Enthusiastic - Ability to bring energy to the performance of a task.
• Friendly - Ability to exhibit a cheerful demeanor toward others.
• Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
• Interpersonal - Ability to get along well with a variety of personalities and individuals.
• Reliability - The trait of being dependable and trustworthy.
• Technical Aptitude - Ability to comprehend complex technical topics and specialized information.

QUALIFICATIONS:

Education:

High school diploma or GED, successful completion of a TCLEOSE approved Basic Peace Officer Course, has passed the TCLEOSE exam. Preferred education of forty (40) college hours from an accredited college or university. Must maintain DPS regulatory Practices as a Manager for Private Security. Successful completion of the prescribed Field Training Program.

Experience: Minimum of two (2) years of security or law enforcement.

Skills and Abilities:

Must be familiar with security of building and people. Have good communications skills. Must be able to supervise other in same department. Must be able to make decisions on actions to be taken in incidents. Have a valid driver’s license and good driving record. Must be able to lead and be able in internet with employees and a diverse campus populations.

Equipment:

Proficient with all equipment utilized in the performance of assigned duties, to include but not limited to firearms, restraints less lethal force weapons and techniques, automobiles, communications equipment, personal computers, investigative and surveillance equipment.

WORK ENVIRONMENT

Exposure to outside weather conditions. May be required to work either day or night on any one of multiple shifts with varying days off and on holidays. Work involves a degree of hazard.

Physical and Mental Requirements:

Duties involve driving, walking, running, standing, stooping, climbing, crouching, pushing, jumping over, pulling, carrying, reaching above head, lifting, lowering, hand-wrist and elbow motion, grasping, and holding. Good physical condition and vision, the ability to hear and speak. Must be able to stand and/or walk long periods of time. Be mentally alert at all times. Able to work all shifts. Physically unimpaired. Be aware of surroundings at all times. This is an outside roving position with some safety/health hazard potential.
SIGNATURES:

_____________________________________________  ______________________  Date  
Security Coordinator

______________________________  Date
Director of Plant Services

______________________________  Date
Vice President for Administrative Services

______________________________  Date
Director of Human Resources

______________________________  Date
President

JOB DESCRIPTION DEVELOPED:  2009
Reviewed:  5/2009, 10/2013
Revised:  10/2013; 11/2013 (DH)
Preparer:  Tim Johnston