



Temporary On-Call Campus Security Officer

Open until filled

Part-Time Temporary Position
Maximum of 29 hours per week with no district health benefits
Classified Salary Schedule, Track 10
(Currently: \$22.77 per hour)

About Gavilan:

Located in the heart of California between San Jose and Monterey, Gavilan College's main campus in Gilroy serves a diverse student population in a beautiful, park-like setting. In addition, we have campus centers located in Hollister, San Martin, and South San Jose, which offer students a variety of courses and programs. Our community recently voted to pass Measure X, a bond to renovate the main campus and build a full-service campus in Hollister. Gavilan is proud to meet the needs of our growing community, offering high-quality education in more than 70 transfer-related fields and over 30 industry-relevant career pathways; In 2023, we awarded over 1,200 Associate Degrees/career education certificates.

Gavilan College, a Hispanic Serving Institution with a 60% Latinx student population, is committed to achieving educational equity for all students. We work to provide students with a rich and relevant learning experience that emphasizes student engagement in and out of the classroom, encouraging students of all ethnic and socioeconomic backgrounds to realize their goals and become socially responsible leaders. When you join our team at Gavilan College, you will become part of an innovative and equity-focused community that approaches higher education as a matter of social justice, requiring broad collaboration among faculty, staff, administration, students, and community partners.

Gavilan College fosters justice, equity, diversity, and inclusion through its Principles of Community. As a member of the Gavilan College community, you will join us in valuing the worth and dignity of every person, the pursuit of truth, devotion to excellence, and the principles of democratic citizenship. All Gavilan employees strive to maintain these ideals in an environment of inclusiveness and mutual respect. We live these shared Principles of Community and work collaboratively to serve as a model of an exemplary, student-centered community-serving college.

Ideal Candidate:

Gavilan College is committed to recruiting individuals that embody our Principles of Community by:

- actively demonstrating a commitment to embracing and celebrating diversity;
- committing to collaboration, effective communication and the development of strong working relationships;
- promoting purposeful inclusion of all groups and the free exchange of ideas in a respectful, trusting and considerate environment; and
- demonstrating commitment to a college which prioritizes equity in resource allocation.

The ideal candidate for this position is an equity-minded individual who understands the importance of holding ourselves accountable for closing equity gaps and engaging in equitable practices. Gavilan strives to

attract candidates who view the elimination of inequities as an individual and collective responsibility and who are able to reframe inequities as a problem of practice. The ideal candidate understands the mission and purpose of the Security department and demonstrates a commitment to student-centered practices, effective cross campus collaboration, purposeful service to the community and culturally responsive practices.

We are seeking a candidate with excellent customer service experience, the ability to remain calm in emergency situations, able to defuse tense situations with others, and a working knowledge of self-defense and first aid. Security Officer must be able to follow protocol, even in difficult situations. Needs to be an excellent verbal and written communicator, work well as part of a team and be a self-starter. Prefer experience with previous law enforcement or security position in a community college setting. Position could require working alone at multiple college locations late at night. Possess the ability to multi-task and meet strict deadlines.

The Position:

Are you interested in creating an exceptional educational environment for students who are part of a dynamic, inclusive community? If you see yourself as a professional who empowers students of diverse backgrounds to reach their potential through innovative, structural change, we invite you to apply for the Campus Security Officer position. At Gavilan College, we welcome your commitment to fostering a learning environment where resources are devoted to developing opportunities for students to break barriers and thrive as scholars and community members.

Under general supervision, to patrol campus buildings, facilities and grounds; to observe, report and investigate incidents and suspicious activities, ensuring the security and safety of property and persons; and to perform related duties as assigned.

Distinguishing Characteristics:

Responsibilities of this class include individual patrol of the campus to ensure the security of all facilities, buildings, grounds, staff, students, and the public during an assigned shift.

Essential Duties: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Patrols the campus grounds, buildings and facilities during an assigned shift, following an established route; ensures the security and safety of property and persons; patrols on foot as well as by vehicle;
- Identifies intruders, recognizes safety violations and controls access to the campus;
- Ensures that doors and gates are locked after the close of the day's activities; arms and disarms security alarms; locks and unlocks buildings and facilities; identifies malfunctioning locks and calls locksmith;
- Investigates and reports unusual, suspicious or dangerous circumstances; and removes safety hazards; looks for and reports to appropriate supervisor any unsafe conditions;
- Enforces campus traffic and parking regulations as well as federal, state and local laws pertaining to the campus environment;
- Issues citations and may make citizen arrests in specific situations; evaluates situations and determines need for outside law enforcement or involve other Campus authority;
- Takes complaints from faculty, administrative staff, students and the public; investigates complaint, reports outcome, and communicates information to parties involved;
- Communicates and cooperates with representatives of local law enforcement and fire agencies;
- Assists in traffic and crowd control for campus events and activities;
- Assists with campus emergency situations, such as bomb threats, alarms or accidents; administers first aid or CPR as required;
- Responds to the intrusion of wild or stray animals on campus; writes and posts bulletins;

and contacts authorities;

- May testify in court regarding an incident or emergency;
- Maintains logs and records, and prepares incident reports;
- Maintains motor vehicle in a clean and orderly condition; reports the need for repair;
- Maintains parking meters or schedules repairs by vendors; transports money as assigned
- Creates forms and maintains security information and procedure manuals;
- Reviews citations, obtains corrections, and coordinates processing;
- Maintains the alarm code list, adds and trains new users; troubleshoots, disarms, and coordinates servicing of alarm systems and equipment; and train other officers as assigned.

Minimum Qualifications Education and Experience: Any combination of training and experience equivalent to:

Knowledge:

- Basic law enforcement and security patrol principles and practices.
- Interpretations of federal, state, local laws and ordinances as applied to campus environment.
- Traffic and parking rules and regulations.
- Basic record keeping and report writing practices.

Skills and Abilities:

- Independently patrolling campus grounds and facilities.
- Recognizing unusual, dangerous or emergency situations and taking appropriate action.
- Handling unpredictable or tense situations which may involve aggressive, angry or mentally ill individuals.
- Understanding, interpreting and applying various rules, ordinances and laws.
- Exercising sound independent judgment within established guidelines.
- Maintaining accurate records and preparing basic reports of a quality that can be presented in court.
- Establishing and maintaining effective working relationships with those contacted in the course of the work including individuals from various ethnic and socioeconomic groups.
- Handling the physical demands of an active, outdoor job.
- Performing basic first aid and CPR.
- Performing multiple tasks and conflicting demands

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record; must be willing to work weekends, holidays and off-hour shifts and be willing to work indoors and outdoors in all weather conditions, must obtain first aid and CPR certificates.

Illustrative Education and Experience:

A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Completion of high school, and two years of security patrol experience. College coursework in law enforcement, administration of justice or criminology may be substituted for the experience on a year for year basis.

Physical Characteristics: The physical abilities involved in the performance of essential duties are:

Strength and agility to perform foot patrol and security officer duties, sight and color vision to patrol, observe and describe; hearing for perceiving alarms and accidents; speech and hearing for communicating, instructing, and reporting; smell to detect fumes and hazards; mobility and agility to patrol in a variety of settings and respond quickly and effectively to situations, manual dexterity for writing, typing and using hand tools; lifting up to 40 pounds to move barricades and equipment. This work is performed outdoors in a variety of weather conditions.

The physical characteristics described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Process:

To be considered for this excellent opportunity the following items are required to be received by the CCC Registry: www.cccregistry.org

1. CCC Registry online application (all sections are required to be completed, Education, Employment History, Professional References, General Information, and Diversity Statement). Apply at www.cccregistry.org *
2. Cover letter detailing qualifications and experience*
3. Abbreviated Curriculum Vitae or Resume*
4. Diversity Statement (within CCC Registry application)*

*Denotes application materials that are required for full consideration.

As an equal opportunity employer, we are required to compile summary data on applicants. We are requesting your assistance in providing the information on the personal and ethnicity section of your CCC Registry profile. The completion of the questionnaire is voluntary. The form will remain in the Human Resources department and will be kept confidential and separate from all hiring documents. It will not be forwarded to those making employment decisions.

If you have questions related to the CCC Registry or technical aspects regarding submitting application materials on the CCC Registry website, please contact the Human Resources department at 408-848-4755 or at hr@gavilan.edu.

If you have a verifiable disability and require accommodation to complete the application process, please contact the Human Resources Office at (408) 852-2823.

Please be aware, the District does not reimburse for expenses related to the recruitment process.

NON-DISCRIMINATION

Gavilan Joint Community College District is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, gender, gender identity, religion, sexual orientation, transgender, marital status, veteran status, medical condition, physical or mental disability and any other status protected by applicable federal and state laws. Applicants who require accommodations to complete the application or interview process, please contact the Human Resources Office at (408) 852-2823 for assistance.