



Classification Description

Job Title: Campus Police Coordinator

Pay Grade: 106

Job Code: 3878

FLSA Status: Non-Exempt

Job Purpose

The Campus Police Coordinator is a civilian position under the direction of the Chief of Police who assists in providing director level administrative clerical responsibilities. Duties include, but are not limited to, record keeping; drafting contracts, correspondence, letters and agenda packet items; research; data compilation and spreadsheet analysis; guest services; procurement; transcribing meeting minutes; attending and scheduling meetings. Performance of duties requires the ability to work with confidential information.

This position is responsible for general office function support, front desk/dispatch support, administrative support and providing supplementary campus police services on a designated campus to ensure the continuity of office functions and a safe and secure environment for students, faculty, staff and visitors.

General Responsibilities

Essential Functions

Maintains police departmental filing system, sorts, processes, retrieves and distributes routine and specialized manual records, documents, files, and logs. Provides guidance to other staff and personnel on the organization and maintenance of departmental files.

Assists in preparation and compilation of special/complex reports; interprets, compiles, and verifies data in the preparation of those reports.

Uses appropriate office technology to create, transfer, transcribe or compose departmental documents (i.e., contracts, meeting minutes, correspondence, and memoranda) in prescribed formats (i.e. fax, e-mail, campus mail, etc.).

Creates, processes, balances and reconciles departmental budget and related financial records with guidance from the supervisor. Areas of responsibility may include, but is not limited to, purchase orders and requisitions, travel reimbursements, payroll, contracts, etc.

Operates a variety of office equipment in performing routine administrative support tasks, (i.e., fax machine, copier, calculator, computer, and phone system).

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Prepares and distributes reports, announcements, and other relevant materials appropriate to assigned unit.

Maintains department or supervisor calendar, arranging and/or monitoring scheduling for meetings, travel, and department functions.

Receives and reviews invoices, reports, forms, and applications, and distributes copies to appropriate personnel.

Maintains department inventory and orders restock of supplies and materials, as needed.

Functions in a front reception capacity for the department, greeting and directing students, visitors, faculty and staff; schedules appointments for department or supervisor as needed.

Receives, processes and distributes department mail, and prepares forms, letters, and parcels for mailing.

Performs many general office support functions including typing of correspondence, filing, answering phones, arraiging schedules and meetings.

Prepares and tracks budget related documents including purchase orders and other financial documents.

Documents incidents and related outcomes through the appropriate report management program; ensures reports are completed in an accurate and timely manner; maintains confidential records.

Assists with the administration of Campus Police Department policies, procedures and programs including emergency management notification, life safety, fire and sanitation. Assists in scheduling of Community Service Technicians (CST), especially for events, details, traffic control, etc.

Assists in performing safety and/or fire inspections as directed by the supervisor.

Responsible for preparing all administrative documents, strategic planning correspondence and/or all reports in relation to the Chief of Police as enumerated within agency General Orders.

Serves as the correspondence intake liaison for all matters that relate to the effective and efficient function of the police department's administration.

Acts on behalf of the Chief of Police on all police department matters as it relates to administrative responsibilities as enumerated in General Orders.

Maintains Fleet Management to include, but not limited to, vehicle leasing and financing, vehicle maintenance, licensing and compliance, supply chain management, accident management and subrogation, vehicle telematics (tracking and diagnostics), driver management, fuel management, health and safety management, and vehicle remarketing.

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Acts as the Extra Duty Coordinator which maintains all off duty/secondary employment requests from College departments regarding special events. Manages and assigns employment assignments to police officers and community service technicians.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Associate's degree from a regionally accredited institution of higher education.

Three (3) years full-time related customer service or administrative support experience. Appropriate combination of education and experience may be substituted.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

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Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Regularly requires sitting, bending, stooping, walking and standing. Occasionally may require strenuous physical activity. On occasion, incumbents may be required to lift 40 or more pounds.

Environmental: Position regularly patrols campus, both indoors and outdoors. Incumbents will be exposed to heat, rain and other weather conditions.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills necessary.

Approved: January 23, 2020. **Reviewed:** October 14, 2022. **Revised:** July 1, 2023.