

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Central Services

Community Service Officer

Job #07-081

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for **Community Service Officer, District Police and Safety Services, Central Services**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:
Patrol assigned areas and issue citations to illegally parked vehicles to maintain control and security of vehicles parked on campus. Promote campus safety and control. Prepare reports involving various situations including burglary, petty theft, lost and found items, traffic accidents and other criminal reports. Meet with victims and examine evidence. Perform traffic control for the campus including directing traffic. Serve as officer in charge for traffic accidents. Communicate with individuals in person or on the telephone regarding disturbance and parking citation complaints; investigate complaints. Assure security of buildings; activate and deactivate building alarms. Load parking permit machines; oversee the collection of parking permit monies. Fingerprint job applicants using LiveScan system. Respond to emergency situations on campus. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. College-level course work in criminal science or related field.
3. One year security experience.

PREFERRED QUALIFICATIONS:

1. Knowledge of provisions pertaining to traffic and crowd control.
2. Ability to use interpersonal skills with tact, patience and courtesy.
3. Ability to patrol assigned areas and issue citations to illegally parked vehicles to maintain control of vehicles parked on campus.
4. Ability to promote campus safety and control.
5. Ability to interpret, apply and explain rules, regulations, policies and procedures.
6. Ability to analyze situations accurately and adopt an effective course of action.
7. Ability to establish and maintain cooperative and effective working relationships with others.
8. Ability to communicate effectively both orally and in writing.
9. Ability to operate a computer and assigned equipment.
10. Ability to observe legal and defensive driving practices.
11. Ability to work independently with little direction.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Community Services Officer.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT

Salary: \$2,981.41 per month plus benefits; level N-35

Position: Full-time, Permanent, 12 months per year.

Schedule: Tuesday-Saturday 2:00 p.m. – 10:00 p.m.

(Swing and weekend shift differential **not** included in stated salary)

Starting date: As soon as possible upon completion of the search process.

Please note: Successful candidates must pass a thorough background investigation and polygraph examination.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

-OVER-

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>