

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Central Services

Police Officer

Job #08-022

Closing Date: 08/03/07

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

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Director, Safety and Security, provide police protection to the students, personnel, equipment and property of the District. Prevent entry and detain unauthorized persons on grounds or in buildings. Investigate situations and disturbances. Pursue and apprehend individuals discovered committing crimes or suspected of committing crimes against District personnel, students or property. Perform arrests and transport suspects to appropriate local law enforcement agencies. Ensure compliance with established laws, rules and procedures. Respond to suspicious activity, emergency situations, property damage and unlawful activity on District property. Respond to calls involving thefts, disturbances, vandalism and malicious mischief. Prepare investigative, crime, follow-up and incident reports relating to observed violations. Perform computerized investigation of car registration and various records. Provide security at school functions. Issue citations and control parking and safe movement of vehicles in parking areas. Inspect and monitor the security of doors, windows and gates. Detect and report fire and safety hazards. Respond to fire and burglar alarms. Interview victims, suspects and witnesses; gather and preserve evidence. Perform other functions including dispatching, fingerprinting, controlling traffic, providing first aid, lecturing classes, line-ups, public relations. Provide information and respond to questions from students, staff and visitors. Rotate between day, swing and weekend shifts. 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. Completion of appropriate California P.O.S.T. requirements including graduation from a California P.O.S.T. academy within the preceding 36 months and minimum medical standards as set by P.O.S.T., or possession of a current California P.O.S.T. Basic certificate.
3. In addition to the P.O.S.T. requirements, an additional 20 semester units of college course work is required.
4. Valid California driver's license, First Aid and CPR certificates. Minimum age 21 years.

In addition, successful candidates will demonstrate the following:

1. Knowledge of vehicle operations and safe driving practices.

2. Knowledge of the methods and practices of effective law enforcement and investigation.
3. Knowledge of the applicable sections of the State Penal Code, State Education Code, Motor Vehicle Code, and Health and Safety Code.
4. Knowledge of federal, state and local laws, rules and regulations related to evidence, search and seizure, and arrests.
5. Knowledge of advanced record keeping techniques related to police work.
6. Ability to operate a variety of police equipment including patrol car, two-way radio, firearms, and other tools.
7. Ability to establish and maintain cooperative and effective working relationships with others.
8. Ability to effectively utilize crowd and traffic control techniques.
9. Ability to effectively use interpersonal skills with tact, patience and courtesy.
10. Ability to communicate effectively both orally and in writing.
11. Ability to analyze situations accurately and adopt an effective course of action.

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 Police 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.

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CONDITIONS OF EMPLOYMENT

Salary: \$4,234.18 per month plus benefits; level N-50

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

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

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.

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>