



West Kern Community College District

Human Resources

29 Cougar Court

Taft, CA 93268

661-763-7805

[www.taftcollege.edu](http://www.taftcollege.edu)

## Classified Employment Opportunity

Application Deadline: Monday, August 1, 2016 @ 4:00 p.m.

### Part-Time Security Officer – 2 Positions

Classified Salary Schedule Range 19 ~ \$18.50 – \$23.61 per hour in six steps. Hours are to be determined and will include Saturdays. May include holidays also.

#### GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California’s central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The college is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College’s Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The college has 59 full-time faculty, 101 adjunct faculty, 146 classified staff, 24 classified administrators and 7 certificated administrators.

#### DEFINITION

Under general supervision, ensure the security of Taft College by patrolling buildings, grounds and college surroundings; provide information and assistance to students, staff and visitors, issues parking citations and responds and report suspicious activity; prepare reports. Perform additional duties as assigned.

#### REPRESENTATIVE DUTIES

*Please refer to the Taft College website to view the complete position job description.*

*The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.*

Patrol Taft College buildings, grounds and surrounding streets, as well as, off-campus Taft College sites to ensure that all doors and facilities are secure.

#### Equal Employment Opportunity

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District’s policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

**Application materials are available in the HR Department, on our website under Jobs and EdJoin.**

**Website:**

[www.taftcollege.edu](http://www.taftcollege.edu)

**Human Resources Department  
Summer Hours:**

Monday-Thursday

7:00 a.m. – 5:00 p.m.

Friday

Closed

## **REPRESENTATIVE DUTIES, continued**

Respond to campus alarms and coordination of any necessary response until relieved by civil authorities or campus administrators

Enforcement of campus parking regulations, provide traffic control and patrolling of parking areas by foot or vehicle. Issue parking citations.

Report criminal or abusive behavior and/or unusual occurrences to the appropriate supervisor/administrator and/or civil authorities.

Observe, question and identify individuals on campus when presence is questionable and, when necessary, escort unauthorized individuals from campus.

Work with Residence Hall Supervisor and Resident Aides in enforcing safety, residence hall and campus policies and procedures including, but not limited to, handling animals on campus, designated smoking areas, visitors, and facilities use; respond to student requests for aid; and support a positive academic setting.

Investigate unusual or potentially dangerous facility conditions; report detected leaks or malfunctions of electric, plumbing, heating or other equipment; and take appropriate emergency action when required.

Maintain a log for staff as an information resource; take incident reports or complaints from students; staff and the public for further action; conduct routine investigations and write reports.

Provide information and directions for students, staff and visitors.

Provide campus security during club activities and special events.

Respond to on-campus emergencies as first responder and may provide basic first aid/CPR.

Guard against and inspect for vandalism, illegal entry, theft and fire; maintain high visibility in assigned areas to prevent campus violations and crimes.

Be available to escort staff, student and guests on district property.

Maintain a positive, friendly and supportive academic atmosphere in a service-oriented environment; exhibit a pleasant, cooperative attitude when interacting with people.

Enforce drug and alcohol policies on campus and campus properties.

Operate a variety of security tools and equipment including cell phones, computers and security cameras and software.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

Any combination equivalent to a high school diploma and six (6) months of recent experience providing security or safety control. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students of all abilities.

### **Special Requirements**

Possession of or ability to obtain and maintain a valid CPR and First Aid Certificates.

Possession of or ability to obtain and maintain Security Guard Certification and meet the requirements of California Education Code 72330.5.

Satisfactory completion of a physical assessment including drug testing upon hire and annually thereafter.

Possession of or ability to obtain and maintain a CA driver license.

Driving record suitable for insurability by the District's insurance carrier.

## **Desirable Qualifications**

Knowledgeable about operation of fire extinguishers.

Certification from the California Department of Consumer Affairs to carry pepper spray and/or baton while on duty.

Bilingual (Spanish)

## **PHYSICAL REQUIREMENTS**

1. Stand or walk patrol for entire shift.
2. Ability to sit for long periods of time.
3. Ability to ascend and descend stairs.
4. Ability to see for purposes of reading laws, codes, rules, policies, other printed matter, and observing students.
5. Ability to operate a vehicle to patrol the campus and assigned off-campus locations.
6. Ability to hear and understand speech at normal levels.
7. Ability to communicate so others will be able to clearly understand a normal conversation.
8. Ability to bend, kneel, stoop and reach.
9. Ability to lift and carry 75 lbs.
10. Ability to work in all outdoor weather conditions.
11. Ability to run 500 yards (equivalent to 1 lap plus 60 yards of a standard track).
12. Ability to smell alcohol and to distinguish between different types of smoke (i.e. fire, marijuana and cigarettes).

*Reasonable accommodations will be made for candidates and employees with physical disabilities.*

## **PAY RANGE**

Range 19 on the Classified Employees Salary Schedule/ Non-Exempt.

## **SUPERVISION**

Supervision is received from the Vice President of Student Services and the Residence Hall Supervisor. No supervision is exercised. May receive direction as assigned.

## **HOURS & TERMS OF EMPLOYMENT**

16 hours per week, 12 months per year. Hours are to be determined and will include Saturdays. May also include holidays.

## **CONDITIONS OF EMPLOYMENT**

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. Taft College reserves the right to modify or rescind this job announcement at any time.

## **APPLICATION PROCEDURE**

To be considered for review, applicants must submit the following application materials:

1. A West Kern Community College District classified application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.

Application forms may be obtained from [www.taftcollege.edu](http://www.taftcollege.edu).

## **APPLICATION PROCEDURE, continued**

Send all application materials to: Taft College Human Resources Department  
29 Cougar Court  
Taft, CA 93268  
Telephone: 661-763-7805  
Email: [tcjobs@taftcollege.edu](mailto:tcjobs@taftcollege.edu)

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

### **APPLICATION DEADLINE**

**Application materials must be in the Human Resources Department no later than 4:00 p.m. on Monday, August 1, 2016.** It is the applicant's responsibility to ensure that all application materials are received. Application materials must be mailed, hand delivered, or e-mailed. Emails must be followed by original documents. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

### **INTERVIEW**

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

### **MISSION STATEMENT**

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

*Applicants who are protected under the Americans with Disabilities Act and who, due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.*