J O B  D E S C R I P T I O N

POSITION TITLE: Public Safety Sergeant

JOB CLASS: Staff
SUPERVISOR: Captain, Public Safety

CLASSIFICATION: Full Time
LOCATION: DeLand

SUPERVISORY: Yes
DEPARTMENT: Public Safety

POSITION OVERVIEW:

Under the general supervision of the Chief of Public Safety, performs routine and supervisory work in the protection of people and the safeguarding of University property. Incumbent secures assigned property against possible loss or damage and is charged with insuring the safety of all individuals on campus. Will also be responsible for equipment and vehicle maintenance.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:

High School diploma, GED, or an equivalent certificate of competency; supplemented by three years of related work experience; or an equivalent combination of training and experience. Must possess a “Class D” security license with the State of Florida, or be willing to pursue and secure such certification (State of Florida Chapter 493); have prior experience in first-line supervision; have the ability to effectively meet and deal with the public; ability to pass standard law enforcement background/security checks. As this position requires the operation of University vehicles, the possession and maintenance of a valid Florida driver’s license and acceptable driving record is required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities:

Assigns, directs, supervises subordinate staff, assists in maintaining work schedules and time cards; initiates and /or directs campus patrols by foot or vehicle; makes and/or reviews required reports, both written and verbal; reviews reports for dissemination to appropriated University officials; escorts Stetson community members to and from buildings and parking lots; provides information and directions to visitors; maintains records, both manual and automated; prepares and/or insures clear and concise reports regarding complaints, incidents, accidents, thefts and reporting of activities for daily logs; locks and unlocks facilities as requested by authorized person(s); issues traffic citations, manages parking area; provides disaster and emergency evaluation and management; works with local law enforcement agencies and fire departments.
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APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.