



## **Job Description: Security Officer – MACC – Mexico**

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The MACC – Mexico part-time Security Officer shall be appointed by the Board of Trustees upon recommendation of the President. The salary and terms of employment for this position shall be set by the Board upon recommendation of the President. This position shall report to the Director of MACC – Mexico and the Director of Security.

### **Qualifications:**

A high school diploma or equivalent is necessary; must be able to pass a background check.

### **Description:**

The purpose of this position is to ensure the safety of the campus community and the security of the facilities in accordance with the regulations of Moberly Area Community College. This position will be responsible for security issues at the Mexico site, along with serving as a resource for students and faculty. This is a uniformed, unarmed position. This is a part-time, hourly position covered by the Public Education Employee Retirement System of Missouri (PEERS), and the hours are 7:00 am to 1:00 pm Monday through Thursday.

### **The Part-time Security Officer shall:**

1. Make regular rounds of the facility to insure the safety and security of the building and the college community;
2. Contact police, fire and/or ambulance as needed for crimes or emergencies;
3. Act as a liaison between the Mexico location and Mexico Public Safety;
4. Document information on the appropriate report form and forward copies to the site director and the Director of Security, and obtain copies of police reports;
5. Report maintenance issues to the site director;
6. Appear in court, if needed, regarding incidents occurring at the site;
7. Perform other duties as assigned.