

PALOMAR COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE AIDE

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To provide general college campus security for the students, faculty and staff at an assigned education center; to perform general custodial and maintenance functions as requested; and to provide various general support in education center operations.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from assigned Education Center Manager.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Patrol assigned education center; enforce parking and related traffic ordinances; issue verbal or written citations for violations observed.
2. Patrol buildings, classrooms, restrooms and parking lots; secure doors and check windows; check campus lighting and notify manager of problems.
3. Assist the public by providing directions and responding to questions and inquiries.
4. Provide service escorts for any person requiring assistance as needed.
5. Deliver, pick up and set up audio/visual equipment in classrooms; deliver messages to instructors and students in classrooms.
6. Perform general custodial and maintenance functions as needed; clean and maintain office area; straighten classrooms after use.
7. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Campus parking rules and regulations.
- Methods and techniques of patrol and surveillance.
- Basic custodial and maintenance techniques
- Modern office procedures, methods and equipment including computers.

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Administrative Aide (*Continued*)

Ability to:

- Enforce parking and related traffic ordinances.
- Observe and report unusual occurrences and violations.
- Perform a variety of general custodial functions.
- Provide assistance in various education center operations.
- Work flexible hours including evenings.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES:

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:

One year of security experience is desirable.

Education/Training:

Equivalent to the completion of the twelfth grade.

WORKING CONDITIONS

Environmental Conditions:

Campus/field environment.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time.