SECURITY OFFICER III, #00340  
(Working Title: Security Officer Senior)

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of programs and services to the residents of the City of Richmond and surrounding counties. Annually, our three campuses serve over 20,000 credit students and provide training for an additional 15,000 students through the Community College Workforce Alliance. Over the years, we have educated more than 300,000 people in the Richmond area. Additional information is available at the College’s Website: www.reynolds.edu.

Reynolds is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. It is currently seeking applicants for the position of Security Officer III, Pay Band 3. This position will be assigned to the Department of Police, Parham Road Campus, 1651 E. Parham Road, with college-wide responsibilities.

**TYPE OF APPOINTMENT:** Full-time classified position with state benefits.

**DUTIES:** The Department of Police is a 24-hour operation which provides safety and security services to students, faculty and staff in a professional, courteous manner. The Security Officer Senior will maintain order and uphold the image and respect of the department and the college through enforcement of college policies and procedures. This position is college wide and may be assigned to any of the college campuses; and is considered “essential personnel” for inclement weather/emergency conditions. The incumbent of this position must have the ability to work a flexible schedule to include nights, weekends, and holidays; and the ability to work in shifts.

**QUALIFICATIONS REQUIRED:** Considerable working knowledge of statute enforcement; and safety and security concepts, principles, procedures and techniques. Working knowledge of customer service practices and principles. Demonstrated ability with and proficiency in the use of security vehicles, communication equipment, alarm systems, and other types of security equipment. Demonstrated ability to lead and direct part-time staff. Demonstrated ability to follow and give oral and written instructions; and to react appropriately in routine and emergency situations. Demonstrated ability to communicate effectively, both orally and in writing, with a diverse population; to gather information and write factual reports; and to explain and ensure compliance with policies, rules, and regulations. Demonstrated ability to develop and implement security policies and procedures. Valid driver’s license. High school diploma or equivalent. The selected candidate must be able to pass the college’s pre-employment security screening.

**QUALIFICATIONS PREFERRED:** Current First Aid and CPR Training Certification is preferred. Security experience in a public service oriented organization. A current CDL class B license or the ability to attain a CDL class B license within 12 months of hire. Some knowledge and skill in the operation of personal computers is also preferred.

**PAY BAND RANGE:** $24,479 - $54,653

**STARTING SALARY:** Approximate starting salary, $24,479 - $28,274, based on related full-time experience and pre-employment salary.

**APPLICATION DEADLINE:** Applications will be accepted through October 31, 2014.

**APPLICATION PROCESS:** To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website http://jobs.virginia.gov/.

J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college’s nondiscrimination policy should be addressed to: EEO Officer, EEO@Reynolds.edu, (804) 523-5877.