

Public Safety

Assistant II

Public Safety Department

**Purpose:**

Provides administrative assistance to the Public Safety Office to ensure the safety of Beaverton School District students, staff and schools. The incumbent provides coordination and communication for the Public Safety Office, Student Threat Assessment Team and Emergency Incident Responses. Assist District administrators, building secretaries, and others to meet their responsibilities in maintaining safe and secure school environments. The incumbent supports the planning, implementation and evaluation of Department programs.

Reports to: Director of Public Safety

Nature & Scope:

The position reports to the Director of Public Safety and works in close collaboration with the Public Safety Assistant I, Emergency Coordinator, all District departments, as well as emergency coordinators from other jurisdictions including Washington County and the City of Beaverton. The Public Safety Assistant II is distinguished from the Public Safety Assistant I by working with more independence, having a greater depth of knowledge of department programs and providing direction to the Public Safety Assistant I. The incumbent interfaces daily with colleagues, school administrative staff and school employees. The position requires a high level of professional decorum and calm. The incumbent does not have supervisory responsibilities, but does provide substantial guidance and direction in the operational support to the Public Safety Assistant I. The nature of the work requires adherence to standard procedures, as well as policies and regulations. Independent judgment and decision making is required in matters not having established procedures. As a member of the Public Safety Department, the Public Safety Assistant II engages with highly sensitive information and must maintain absolute integrity of systems and confidentiality of classified data and information.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Answers the department phone and responds, using courtesy, tact and sound judgement.
3. Oversees functions of the Intrusion Alarm System. Responsible for dispatching the alarm maintenance company to repair intrusion alarms, contacts schools/buildings to ensure intrusion alarm system is fully functional, and communicates with alarm maintenance company to address any discrepancies.
4. Confers and gives input to Facilities Development on bond projects within the scope of safety and security.
5. Programs the access control system for all BSD sites, including badge access levels, door schedules, toggle cards, unique staff needs (SPED), ADA issues, holidays access, and school closure days.
6. Oversees the District ID Badge Program. Creates badge templates.
7. Monitors department budget, processes purchase orders and requisitions, provides feedback and recommended solutions to budgetary concerns. Responsible for all department purchases.

Works with District Business Office to coordinate contracts with vendors, intergovernmental agreements, and grants.

8. Serves as the District's Law Enforcement Data Systems (LEDS) representative. Keeps staff certifications records. Coordinates with staff to keep their certifications current. Ensure completion of proper fingerprinting and security clearances for office access.
9. Assists Director of Public Safety with investigations using the LEDS system. Completes background checks, using LEDS, on District volunteers and new hires. Answer questions regarding the background check system.
10. Acts as liaison between School Resource Officers (SRO) and the District for District-related services.
11. Uses District automated work order system to coordinate work on intrusion alarm systems and other security related issues.
12. Monitors 800 MHz radio programming. Troubleshoots problems with school radio usage. Keeps FCC licenses current.
13. Reads daily false alarm reports. Researches cause of false alarms. Works with appropriate parties to ensure false alarm is resolved. Works with site to pay false alarm fees.
14. Reads daily alarm logs from monitoring station. Determines cause of alarm problems. Dispatches alarm maintenance company for service.
15. Provides general clerical support for the Director of Public Safety and Emergency Coordinator.
16. Monitors and responds to calls on the emergency radio for assistance in both emergency and non-emergency situations.
17. Grants intrusion alarm access to District staff and maintain accurate records.
18. Provides administrative assistance with the confidential juvenile offender list.
19. Assists in maintaining Emergency Procedures Manual. Posts emergency messages on website.
20. Prepares staff fingerprint cards and forms for submission and processing. Notarizes fingerprint forms. Ensures staff complete the process.
21. Understands and explains District and department policies and procedures.
22. Works with Emergency Coordinator on trainings for emergency response and parent reunification. Assists in disaster and emergency recovery efforts.
23. Reviews programs, policies, procedures, and practices and provides input to supervisor for improvements and/or efficiencies.
24. Works independently, prioritizing tasks to meet deadlines while maintaining accuracy and attention to detail.
25. Maintains effective working relationships with other members of the department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
26. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Associate degree or equivalent education and/or experience and preferably post-secondary course work in office management, business administration, or criminal justice is desirable; and

two years progressively responsible administrative or technical support experience, preferably including one year in a related program area. Public Safety experience preferred.

2. Must be able to hear and communicate in person or over the telephone.
3. Must possess uncorrected or corrected visual acuity of 20/40 in both eyes with the ability to differentiate colors.
4. Must demonstrate ability to effectively communicate orally and in writing.
5. Must be able to read, write, and speak English.
6. Must be able to read, understand, and follow multi-step written and verbal instructions in English.
7. Must possess computer skills using advanced functions of e-mail, word processing and spreadsheet software.

Additional Requirements Specific to this Position:

1. Must be able to pass criminal background check, as well as additional Law Enforcement criminal background check.
2. Must possess a valid Oregon or Washington driver's license.
3. Must have ability to be Law Enforcement Data System certified (LEDS) within 30 days.
4. Must have ability to obtain Notary certification by State of Oregon within 60 days of employment.
5. Position may require additional licenses or certifications.
6. Occasionally requires staying after normal work hours to deal with emergency situations. During snow days, will be called on early in the morning to reprogram access control doors.

Working Conditions:

The work environment is often quiet, but the work environment will also frequently include moderate to loud noise. Work is performed in a standard office setting; requires regular focus on a computer screen. The incumbent will need hand and finger dexterity to work in a typical office setting, using a computer and standard office equipment. May be required to sit, keyboard, write, hear and speak for extended periods. Work activities may include bending, stooping, and kneeling; may be required to lift up to 20 pounds. Incumbent occasionally deals with distraught or difficult individuals. The work environment includes exposure to fumes, cleaning solvents and vibration with some equipment. Other potential exposures and hazards include but are not limited to: Chemicals, toxins, dirt, and communicable diseases.

Work Year: 260 days

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: March 1, 2017

Date Revised: March 1, 2017

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.