



## **POSITION ANNOUNCEMENT**

### **ABOUT AUGUSTA TECHNICAL COLLEGE**

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

### **ABOUT AUGUSTA, GEORGIA**

Augusta, GA is a regional center for medicine, biotechnology, and cyber security. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Master's Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

### **ABOUT THE POSITION**

**Job Title:** Campus Police Sergeant

**Job Code:** 07429

**Campus Location:** All Campuses

**Salary:** \$53,710.26 - \$64,479.84; commensurate with education and work experience.

### **JOB SUMMARY**

The Campus Police Sergeant coordinates and supervises the day- to-day operations of the Campus Police Department, which include developing or assisting in the development of training plans for each Police Officer, and performs law enforcement duties to maintain security and order on a technical college campus. This position typically reports to the Campus Police Chief, but reporting may vary by location.

### **MAJOR DUTIES**

Supervises daily activities and plans work assignments of subordinate Campus Police Officers. Develops or assists in the development of training of new Police Officers, ensuring that all officers receive their annual training hours as mandated by P.O.S.T. and that their annual firearms training and range time is up to date. May coordinate and/or conduct campus safety education and training for police officers, faculty, staff, and students. This may include coordinating the active shooter exercises each year as well as any other emergency management response training. Reviews and approves incident reports, timesheets, and payroll information for Campus Police Officers. Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures. Enforces state laws, rules and regulations governing safety and security on technical college campus and at college events and ensures compliance with CLERY Act related requirements. Responds to emergency and non-emergency calls for service, as necessary. Writes reports of daily activities and irregularities. Assists with and maintains files related to the College Identification Badge/Parking Decal Program. Assists with the inspection and maintenance of fire alarms, security systems and fire extinguishers. Responds to fires, natural disasters or other hazardous events. Coordinates disaster response or crisis management activities such as opening shelters, special needs programs and evacuation;

Escorts or drives motor vehicle to transport individuals to specified locations and to provide personal protection; Maintains and requests supplies and equipment. Maintains Georgia Peace Officer Standards Training (POST) certification. Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

Associate degree and five (5) years' experience or seven (7) years of experience in law enforcement and two (2) years of administrative and supervisory experience is required. GA P.O.S.T certification is required and must be current; with no deficient training years. A minimum of two years law enforcement (road patrol) experience.

### **PREFERRED QUALIFICATIONS**

A Bachelor Degree is preferred.

**APPLICATION DEADLINE:** The position will remain open until filled. All applications packets MUST be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter.easyhrweb.com). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

### ***A Unit of the Technical College System of Georgia***

#### Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate based on race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.