

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

ADMIN SECURITY SERGEANT

DEPARTMENT: SECURITY

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – 2/19/2025

SUMMARY: This position is the face of the Rancho Murieta CSD Security Department and must be capable of effectively communicating with department employees and various stakeholders in the Rancho Murieta community. This position is responsible for the supervision of assigned gate control and patrol personnel including supervision and participation in traffic control, incident reporting, training, administration, crime prevention, community relations and other assigned programs or functions, as well as other job-related duties as required.

SUPERVISION: Receives general supervision from the Director of Finance and Administration. Provides direct supervision over Patrol Officers and Gate Officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supervise the activities of assigned gate control and patrol personnel;
- Ensure investigations and incident reporting are completed in a thorough and timely manner in line with department standards;
- Ensure that all Security Department employees are properly trained, maintaining appropriate certifications, and are prepared to succeed in assigned tasks;
- Disseminate current information to officers for assigned duties; prepare work schedules; maintain discipline and ensure that department rules and policies are followed;
- As needed, perform patrol and gate control duties; conduct property checks on businesses and homes for burglary and other security problems; request and record information from observers and other persons;
- Notify agencies responsible for law enforcement and public health and safety when required and assist as directed;
- Participate in regular activities of assigned staff; assist officers in preparing reports and perform initial review of prepared reports; appear in court to present evidence

and testimony; maintain contact with law enforcement and other public safety agencies;

- Provide information and assistance to the public;
- Liaison with community groups including HOAs, neighborhood watch, commercial businesses, and other groups regarding Security related issues in the community;
- Assist with performance evaluations; supervise and participate in departmental training programs, administration, crime prevention, community relations and other assigned programs or functions;
- Prepare general reports on field activities; perform special data gathering assignments including surveillance camera footage from the community's network of over 30 security surveillance cameras;

SUPERVISORY RESPONSIBILITIES:

This is a supervisory position with responsibility for assigning, supervising, and participating in the work of staff assigned to a specific area of security and crime prevention functions.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

Skills in: Excellent people skills are required to be successful in this position. This position must be able to effectively work with employees who sometimes operate under stressful conditions as well as members of the community who may be reporting a traumatic incident.

Ability to supervise and participate in traffic control, incident investigation, training, administration, crime prevention, community relations and other assigned programs and functions; supervise, train and evaluate the work of subordinates; gather, assemble, analyze and evaluate facts and evidence; draw logical conclusions from information and make proper recommendations. Interpret and apply laws and regulations; analyze situations quickly and accurately and take effective courses of action; exercise restraint and judgment in emergency situations; demonstrate keen powers of observation and memory; prepare clear, concise and comprehensive written reports; tactfully and effectively represent the District in public contacts; establish and maintain cooperative working relationships.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

Three years of experience in security and crime prevention activities, prior supervisory experience is a plus; *or*

Possession of an Associate of Arts degree with a major in Police Science or related fields or substantial course work in law enforcement is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

Possession of a valid California Guard Card.

Possession of an appropriate American Red Cross First Aid Certificate, Automatic Defibrillator (AED) and standard Cardiopulmonary Resuscitation (C.P.R.) certificate. This can be obtained within the first three months in the position.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift 50 and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.