



CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION
SCHOOL MARSHAL

FLSA Status : Non-Exempt
Bargaining Unit : Non-bargaining
Salary Grade : School Marshal

CLASS SUMMARY:

The School Marshal is a Public Safety Sworn Stand Alone Class. Incumbents are responsible for maintaining campus security, addressing inappropriate student conduct, interacting with students and faculty, and assisting Police Officers during emergency situations on school campuses.

CORE COMPETENCIES:

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
 - ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
 - ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
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ESSENTIAL CLASS DUTIES: These duties are a representative sample; position assignments may vary.

- Maintain school campus security, student safety, monitoring and addressing inappropriate conduct on school campus, and responding to requests for assistance from faculty.
- Complete incident reports per school and department policy.
- Interact with students, administrators, faculty and parents.
- Assist School Resource Officer (SRO) with school staff training and respond to security issues and inquiries from school personnel.
- Provide assistance to the SRO during emergency situations on campus, and respond to emergent situations when the SRO is not present.
- Safely and appropriately operate a firearm and meet certification and annual training requirements.
- Operate a motor vehicle to attend off-site meetings and to transfer schools when requested.

Employees of the City of Grants Pass uphold the values of Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.

Training and Experience (positions in this class require):

High School Diploma or equivalent (G.E.D) and a minimum of five (5) years' experience as a Certified Police Officer. Certified Police Officer experience must be within 5 years of appointment to position.

Licensing Requirements (positions in this class require):

- Valid Oregon Driver's License – Class C
 - Department of Public Safety Standards and Training (DPSST) Basic Police Officer (or equivalent)
 - CPR/AED and First Aid Certificate
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Knowledge (positions in this class require):

Knowledge of:

- Appropriate communication with a variety of individuals of varied backgrounds;
 - Various law enforcement techniques and procedures;
 - Personal computers and related software programs;
 - Safe and appropriate operation of a firearm and motor vehicle; and,
 - Applicable Federal, State, and local laws, rules and regulations.
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Skills (positions in this class require):

Skill in:

- Basic computer usage;
 - Reporting writing;
 - Analyzing situations quickly and objectively to determine the proper course of action;
 - Safe and appropriate use and care of firearms;
 - Radio operation;
 - Safe operation of a motor vehicle;
 - Maintaining effective work relationships;
 - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
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Physical Requirements:

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, reaching, standing, walking, pushing, pulling, and lifting.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Positions in this class require regular attendance and punctual employee presence.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties

and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Incumbents must be at least 21 years of age and successfully pass a detailed background investigation as set forth by DPSST, including a criminal history check. Candidates must also successfully pass a psychological fitness evaluation, medical physical and drug screen.

Classification History:

Adopted by Council April 20, 2016, Resolution No. 16-6413

Revised May 4, 2016; June 22, 2018