

SCHOOL CROSSING OFFICER SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a Police Department Sergeant, the incumbent is responsible for training, assigning, directing, evaluating, and disciplining School Crossing Officers (SCO's). The incumbent will provide oversight and supervision of School Crossing Guards throughout the City of Albany as well as evaluate their performance and conduct field training. The incumbent is also responsible for performing administrative tasks including creating/adjusting work schedules and providing feedback to the police department as to the location of SCO's.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Create work related schedules and assignments;
- Provides direction, responds to questions, and clarify policies, procedures and interpretations to SCO's both from the office and in the field;
- Provides on-site evaluation and training to school crossing guards;
- Respond to grievances and/or disciplinary matters, as required;
- Responds to issues, concerns and public complaints on related school crossing issues;
- Act as a liaison with the Albany City Schools for the purposes of assuring proper alignment of crossings;
- Provides feedback to the police department regarding school crossing locations; and,
- Assists with recruitment, interviewing, and hiring of crossing guards.
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of traffic laws and regulations;
- Ability to supervise, train and schedule SCO's;
- Ability to work in the open under varying climatic conditions;
- Ability to develop and maintain effective relationships with the School District;
- Ability to effectively interact with children, police officers, and the general public;
- Ability to establish and maintain effective working relationships often under adverse conditions;
- Ability to exercise judgment and be alert to detect possible danger to children crossing streets;
- Ability to communicate effectively both orally and in writing;
- Ability to understand and follow complex oral and written instructions;
- Initiative;

- Good judgment;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and five (5) years of crossing guard or law enforcement experience.

SPECIAL NOTE:

Possession of a NYS Driver's License is required at the time of appointment and for the duration of employment. Use of personal vehicle is required.

A candidate for employment must successfully pass a complete background check including fingerprint processing.

PROMOTIONAL FIELD:

Three (3) years as a School Crossing Officer with the City of Albany and employed by the City of Albany at the time of application and appointment.

Revised:
3/25/15