



## JOB DESCRIPTION: School Resource Officer (SRO) / Police Officer

CLASS NO. 210

PAY GRADE: 18

FLSA: Non-Exempt

JOB CLASS: Protective Services

**\*\*THIS POSITION IS ELIGIBLE FOR A HIRING INCENTIVE\*\***

**\$1000 PER YEAR OF SERVICE UP TO TEN YEARS  
1/2 OF HIRING INCENTIVE TOTAL IS PAID AT THE TIME OF HIRE  
REMAINING HALF PAID AFTER COMPLETION OF FTO**

Please apply at: <https://www.cityofburnet.com/hr/page/available-positions>

Salary: \$61,692.55-\$74,647.99 Annually

### JOB SUMMARY

Under general supervision of the Police Sergeant, the School Resource Officer's primary responsibility will be to patrol assigned Burnet ISD campuses, working with school staff to provide a safe environment for the children and staff in accordance with department policy and the most current MOU between BISD and the City of Burnet. The SRO may provide safety-related educational and training programs. Secondary responsibility, when needed, will be to provide police patrols within the City of Burnet, TX. In both positions, the officer shall be well versed in and capable of enforcing federal, state, and city laws. This is a non-supervisory position. This position is responsible for serving and protecting the citizens of the City of Burnet through the enforcement of state and municipal laws and ordinances as appropriate.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- In addition to the essential functions of a Burnet Police Officer (as outlined in the Police Officer job description), the SRO is responsible for working shift work, during holidays, and sometimes under hazardous conditions.
- Patrols both on foot and inside a marked emergency vehicle, enforcing traffic laws, state, federal, and local criminal/ordinance laws.
- Offices within BISD and shall limit his/her presence at the PD during SRO working hours.
- Interacts in a professional and courteous manner by leveraging a modified customer service approach to policing.
- Must be proactive and thorough in his or her performance of police duties, always striving for a solution and/or positive conclusion in all situations involved.
- Participates in mandatory and elective training.
- Demonstrate high ethical standards, trustworthiness, and personal integrity. Regular attendance, dependability, and promptness are required for the scheduled workday or agreed upon hours 100% of the time, to ensure consistency and completeness of department's processes.
- Performs such other duties as may be assigned.
- Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
- Participating in mandatory and elective training.
- Performs other related duties as required.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to understand and follow written and oral instructions, departmental policy, rules, regulations, and laws; knowledge of the use and care of vehicles, firearms, and specialized equipment; ability to establish and maintain effective working relationships with other law enforcement agencies, judicial officials, and the general public; ability to analyze situations and adopt a quick, effective, and reasonable course of action; maintain good physical condition.

### Relationship Skills

- Ability to communicate effectively, both verbally and in writing.
- Ability to perform tasks effectively and efficiently.
- Ability to plan and schedule work and implement directives without constant supervision.
- Ability to present a professional appearance and conduct when representing the City.
- Ability to work cooperatively and productively with supervisor, individuals, co-workers, and groups of persons at all levels of activity, contributing to a strong spirit of teamwork.
- Ability to establish and maintain effective working relationships with staff, other agencies and the general public using tact, courtesy and good judgment.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation or its equivalent; Basic certification by the Texas Commission on Law Enforcement; six months experience as a law enforcement officer in Texas is preferred but not required, including SRO training;

OR

Any equivalent combination of experience and training which provides the required knowledge, skills and abilities, and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED:

- Intermediate certification by the Texas Commission on Law Enforcement
- Valid Texas motor vehicle operator's license

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Lift and carry up to 80 pounds and pull or push up to 100 pounds of equipment and materials. Climb, crawl, kneel, squat, stoop and bend freely when working. Sit or stand for extended periods of time. Must see and hear clearly when working around equipment and in traffic, using proper safety precautions. Must be able to drive and have a good driving history. Work indoors and outdoors in extreme temperatures including heat, cold, temperature swings and inclement weather. Employee may have some exposure to dust, odor, electrical, mechanical, and chemical hazards, using proper safety precautions. Applicants will be subject to a mandatory pre-employment background investigation, psychological testing, random drug and alcohol testing and post-accident drug and alcohol testing.

**Job Description Acknowledgement**

I understand this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. It is also understood that the City of Burnet is an at-will employer and that I or the City may choose to end the employment relationship at any time for any reason in accordance with applicable laws.

I understand the City of Burnet provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Where applicable, reasonable accommodations may be made in accordance with the American with Disabilities Act (ADA).

I understand and accept the position's requirements and essential duties as listed in this document.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date