POSITION PURPOSE

Reporting to the Dean of College Services, plans and directs the activities of the Campus Safety/Security to ensure public safety for the college community, and is responsible for emergency preparedness procedures planning and training. This position also plans and directs the activities of parking management and is responsible for the collection of parking revenues to offset expenses.

NATURE and SCOPE

The Director of Campus Safety/Security supervises the Communications Supervisor, Supervisor of Student Officers, Community Service Officers, and casual positions.

This position is responsible for developing department budgets for Campus Safety/Security, and determining the allocation of department approval; presenting budget proposals and obtaining all necessary approvals; developing department public safety procedures and prioritizing public safety issues; developing and implementing campus-wide crime prevention programs and on-campus emergency response and recovery plans; and selecting alarm systems equipment lock downs, etc.

KEY DUTIES and RESPONSIBILITIES

1. Plan, direct, supervise, and evaluate public safety issues.

2. Apprehend perpetrators and report incidents to appropriate agencies in order to reduce criminal activity on campus.

3. Oversee the preparation of budget estimates, coordinate departmental recommendations for the purchase of equipment and supplies, issue a monthly report of parking activity and revenue, and produce a summary annual report.

4. Supervise all traffic control and parking services, and coordinate special events parking.

5. Oversee issuing of parking citations and the Administrative Review process for parking citations.

6. Ensure adequate emergency preparedness planning and training; provide technical expertise in crime prevention equipment and campus alarm systems; and collaborate with Division Deans.

EMPLOYMENT STANDARDS

Knowledge:


2. District safety policies and Governing Board rules and regulations.

3. Principles of personnel management, supervision and training

Skills and Abilities:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Communicate effectively both orally and in writing, including writing complex proposals and producing written market-oriented material.

3. Presentation skills.

4. Leadership/Management/and Supervision.

5. Organizational/Time Management/Problem Solving.

**Experience and Education:**

1. Bachelor’s degree in police science or related field.

2. Experience in Community Policing and Budget controls.

3. 1 year’s experience on a police department.

4. 4 years’ experience as a police officer, preferably with supervisory responsibility.

5. 5 years’ experience in security work, including at least 3 years in an increasingly responsible administrative capacity in a law enforcement or security agency.

**Working Environment:**

1. Subject to physical confrontations when apprehending perpetrators and traveling to various locations to conduct work.

Date Approved:
Grade: H
EEO-Category: H11