



<b>Position:</b> Director of Public Safety and Emergency Management	<b>Position Number:</b>
<b>Department/Site:</b> Administrative Services	<b>FLSA:</b> Exempt - Administrative (Classified Administrator)
<b>Reports to:</b> Vice President, Administrative Services or assigned administrator	<b>Salary Range:</b> VII

**DEFINITION**

Under general direction, plans, organizes, manages and provides direction and oversight for all functions and activities of the Campus Safety and Security Office, including patrol, parking enforcement, investigations, emergency preparedness, and support services; coordinates assigned activities with other District divisions, outside agencies, and the public; fosters cooperative working relationships among District departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Vice President of Administrative Services and other District administrative staff in areas of expertise; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Vice President of Administrative Services. Exercises general direction and supervision over campus security staff.

**CLASS CHARACTERISTICS**

This is a management classification that oversees, directs, and participates in all activities of public safety and emergency management, including short- and long-range planning, development, and administration. This class provides assistance to the Vice President of Administrative Services in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, District functions and activities, including the role of an elected Board, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines. Assignments allow for a high degree of administrative discretion in their execution.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.*

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Campus Safety and Security Office; establishes, within District policy, appropriate service and staffing levels.
- Advises administrators and appropriate staff on security and protective services provided by college programs and personnel; organizes and conducts related in-service training, seminars, workshops, and emergency simulations.
- Manages and participates in the development and administration of assigned budget; directs the forecast of additional funds needed for staffing, vehicles, equipment, and supplies; directs the monitoring of and approves expenditures; and directs the preparation and implementation of budgetary adjustments.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; and responds to staff questions and concerns.
- Contributes to the overall quality of the department’s service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates

the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; and directs the implementation of change.

- Represents the Campus Safety and Security Office to faculty, staff, administrators, the Board of Trustees, and outside agencies; explains and interprets departmental programs, policies, and activities; and negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations, including those prompted by public inquiries or complaints, or as directed by the Vice President of Administrative Services; responds to public inquiries and complaints and assists with resolutions; and recommends modifications to programs, policies, and procedures as appropriate.
- Manages and evaluates critical incidents implementing emergency protocols; oversees investigations, determines the necessary action to ensure an efficient and expedient resolution, and ensures proper reporting related to the crime; and directs the preparation and maintenance of a variety of narrative and statistical reports as required by law.
- Works closely with law enforcement and fire services personnel in Monterey County on crime prevention and apprehension of those who commit crimes against students, faculty, staff, public or HCCD property and equipment; establishes a cooperative traffic enforcement program with local police departments; and establishes partnerships and cooperative arrangements when possible with the overall goal of improving campus safety and security.
- Coordinates and manages vehicle fleet and specialized public safety equipment.
- Monitors legal, regulatory, technological, and societal changes that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Confers with the District administration and elected officials in the planning and implementation of efficient and effective public safety measures designed to meet community expectations and needs.
- Provides effective professional liaison between the Campus Safety and Security Office and the general public to ensure the promotion of goodwill, cooperation, and open communications between the department and the community at large.
- Serves as a spokesperson for the Campus Safety and Security Office at events, meetings, and other activities; makes presentations to the Board of Trustees and a variety of other boards and commissions.
- Participates in a variety of boards, commissions, and professional group meetings.
- Develops and maintains an initial emergency preparedness plan and a disaster recovery plan; provides leadership and administrative expertise during major emergency situations and natural disasters utilizing California Standardized Emergency Management System (SEMS) regulations and National Incident Management System (NIMS), including call back of personnel and equipment resources, providing active management of emergencies and disasters utilizing District's emergency action and participating in organizing, planning and practicing EMS training; develops and maintains an Incident Command Center (ICC), including an Emergency Operations Center and an alternate site from which designated personnel will direct and control operations during an emergency; and directs the maintenance and installation of emergency communication and notification systems.
- Coordinates the District risk management activities including insurance coordination and compliance.
- Develops and maintains a disaster recovery plan.
- Manages building access requirements including key assignments and keyless entry coordination.
- Coordinates and manages coverage of the HCCD evening administrator HELP desk.
- Serves as a member of HCCD's Behavioral Intervention Team.
- Tracks and distributes reports of incidents for resolution by various departments that may require law enforcement, student discipline, employee discipline, etc.
- Attends and participates in professional group meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments, trends, and innovations in the field of law enforcement.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President, Administrative Services or District Board.
- Maintains and directs the maintenance of working and official departmental files related to security and safety data and information.

- Monitors changes in laws, regulations and technology that may affect District or departmental operations; implements policy and procedural changes as required.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of fiscal management, strategic, and facilities planning.
- Pertinent federal and state laws and regulatory provisions.
- College accreditation procedures, practices, and standards.
- The development, implementation, and assessment of student learning and/or service area outcomes.
- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- Administrative principles and practices, including goal setting and program development.
- General principles of risk management related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs; principles and practices of college campus administration.
- Methods and techniques for writing and presentations, contract negotiations, business correspondence and information distribution; research and reporting methods, techniques and procedures.
- Technical, legal, financial, and public relations problems associated with the management of college public safety programs.
- Record keeping principles and procedures.
- Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime prevention, crime scene control and investigation, and protection of life and property.
- Investigation and identification techniques and equipment.
- Recent and on-going developments, current literature, and sources of information related to the operations of a public safety department.
- Safety practices and equipment related to the work.
- Modern office practices, methods and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.
- Techniques for providing a high level of customer service by effectively dealing with the students, faculty, and staff.

### **Ability to:**

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Deliver formal and influential presentations.
- Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
- Develop, implement, and evaluate programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Inspire and motivate others toward goal achievement.

- Counsel, direct, and facilitate professional development of employees.
- Develop and monitor budgets and effectively utilize resources.
- Effectively manage priorities in large, complex, and diverse operational units.
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Recruit, select, supervise, and evaluate employees.
- Analyze situations accurately and adopt an effective course of action to de-escalate a situation.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of District programs and administrative activities.
- Conduct effective negotiations and effectively represent the District and the department in meetings with governmental agencies, community groups, contractors, vendors, various businesses, individuals, and professional, regulatory and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Make sound, independent decisions in emergency situations.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Understand scope of authority in making independent decisions.
- Establish and maintain positive and effective working relationships with those contacted in the course of the work.

**Education and Experience:**

- A bachelor’s degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
- Two (2) years of management or administrative experience in public safety and/or emergency management service.

**License:**

- Possession of or ability to obtain American Red Cross First Aid and CPR certification.
- Valid basic, supervisory, and management certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) is desired, but not required.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain mobility and physical strength and stamina to respond to emergency situations and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to access incident scene and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate Public Safety services equipment. Positions in this classification frequently bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work indoors and outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.