

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Director, Campus Safety	Range: 25 (CL)	Management Schedule
Date Revised:		Date Approved:	February 11, 2025
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of the Vice Chancellor, Administrative Services, this position is responsible for the strategic leadership and oversight of District-wide campus and public safety, emergency preparedness and security operations including safety of the campus environment, security of facilities, grounds and equipment, investigation and reporting, and related functions. In addition to District-wide responsibilities, this position will supervise the Campus Safety Department of the Anaheim Campus.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Direct and coordinate District-wide safety, security, and emergency management initiatives, plans, and protocols, including the development of Standard Operating Procedures for campus safety officers and emergency and disaster response procedures including comprehensive NIMS and SEMS training.
2.	Provide leadership in the development, implementation and management of District-wide campus safety and security operations in compliance with laws, regulations, District policy and collective bargaining agreements; using an established departmental review process, evaluates the effectiveness of safety and security operations; develop recommendations and implement plans to facilitate and improve campus safety and security operations and culturally intelligent service delivery.
3.	Collaborate with and provide direction to District Campus Safety Directors, to plan, organize, direct and coordinate activities of District-wide campus safety staff. Actively provide service delivery ranging from community policing and public safety initiatives, command of incidents, to assistance for all District-wide campus properties.
4.	In conjunction with the District-wide campus safety teams and others, as needed, determine appropriate security responses to incidents.
5.	Direct, facilitate, and participate in the development and coordination of various safety programs and emergency and disaster response procedures. Assist in establishing and maintaining a unity of command during a multi-agency disaster/emergency impacting the campus/institution.
6.	Direct and participate in the preparation and maintenance of a variety of complex written reports and documents in compliance with federal, state and campus reporting requirements (e.g. Annual Safety and Security Report, Students Right-to-Know), and ensure that required District-wide Clery reporting is standardized and complete.

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7.	At the Anaheim Campus, respond to and resolve incidents that may involve campus staff, students, or public citizens; determine appropriate security responses to incidents; conduct investigations and write reports; gather evidence, interview witnesses, and testify in court as necessary; review of subordinates and respond to recommendations found in those reports; contact and follow through with law enforcement authorities as appropriate regarding crimes on campus.
8.	Provide direction and training/workshops, including annual safety drills, to faculty, staff and students in emergency protocols; maintain campus emergency supplies; monitor the building evacuation and floor marshal program; provide staff development on issues related to campus safety and security; promote safety awareness through various communications channels, such as the Campus Safety department webpages and publications.
9.	Serve as a liaison to local, state, federal law enforcement agencies concerning District-wide safety and security; formulate rapid response systems with appropriate law enforcement agencies.
10.	Develop and implement strategies to manage campus traffic at special events, as well as during the academic year; develop, implement and maintain an effective parking control system and parking lot maintenance (parking permits and citations).
11.	Develop and implements comprehensive standardized safety and security training programs for all campus safety staff and maintain comprehensive database with training completions and additional professional developments.
12.	Oversee the development and administration of the annual preliminary budgets for assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations and activities, including vendor services agreements.
13.	Determine appropriate equipment and supplies for assigned programs in accordance with established policies; monitor and control inventories.
14.	Prepare and maintain detailed and comprehensive reports, records and files regarding program employees, facilities and activities.
15.	Organize, attend or chairs a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and campus faculty and staff. Participate in Campus Safety committees at the three primary District locations.
16.	Train, supervise, evaluate and direct the work of employees, as assigned; participate in selection and hiring processes; plan, organize and arrange appropriate training and staff development activities; ensure campus safety employee training is current and recorded; provide orientation for new employees.
17.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
18.	Coordinate program operations and activities on student conduct, Title IX, and other student support initiatives with other campus programs and services (e.g., Office of Student Services), as appropriate; attend regional and statewide meetings and conferences.

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19.	Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
20.	Provide leadership in District/Campus efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
21.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity-minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
22.	Perform related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The District Director, Campus Safety maintains frequent contact with students, representatives and service providers from the community and governmental agencies, and various Campus and District staff.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Bachelor's degree from a regionally accredited institution, with course work in psychology, police science, criminology, public administration, business administration, or a related field and a minimum of five (5) years of experience in safety and security operations, including knowledge of security and law enforcement procedures, emergency/disaster preparedness, crime prevention, investigations, public safety training, and parking programs OR an Associate's Degree and a minimum of seven (7) years of experience in safety and security operations, including knowledge of security and law enforcement procedures, emergency/disaster preparedness, crime prevention, investigations, public safety training, and parking programs.

Minimum of five (5) years of experience in supervisory responsibility.

Possession of a Basic, Intermediate, Advanced, or Supervisory California P.O.S.T Certificate.

Valid First Aid and CPR certifications.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Management experience, preferably related to community-oriented safety principles and security operations.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of organizational and management practices as applied to the analysis and evaluation of campus public safety and security operations

Knowledge of police/law enforcement procedures, techniques and safety precautions necessary in the work

Knowledge of public safety and security training programs

Knowledge of federal, state and local laws, codes and regulations applicable to campus public safety and security operations (e.g., Students Right-to-Know and Campus Security Act of 1990, Administrative Adjudication Program/AB408, Drug-Free Workplace Act of 1988/Public Law 100-690, Drug-Free Schools and Communities Act Amendments of 1989/Public Law 101-226, California Education and Penal Code)

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of appropriate computer technology, software and databases

Knowledge of record keeping procedures

Ability to plan, organize, direct and coordinate the activities of a campus public safety department

Ability to exercise appropriate judgment in responding to situations, including, but not limited to, requesting law enforcement or emergency response personnel

Ability to act quickly and calmly in emergencies

Ability to develop and present effective employee training programs and materials

Ability to assess and evaluate safety and security hazards and recommend appropriate corrective measures

Ability to interpret, apply and explain laws, regulations, policies and procedures

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and timelines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

Valid California Driver's License

WORKING CONDITIONS

Fast-paced environment requiring ability to keep pace within routine and emergency priorities; subject to constant interruptions, frequent interaction with others, and unscheduled emergencies; subject to exposure to hazardous, biological conditions which may be unsafe or hazardous (such as bodily fluids, blood and blood products, communicable diseases, toxic or caustic chemicals, sharp objects, and uncooperative persons).

Requires ability to visually assess injuries and ability to communicate effectively in person and on the telephone for the purpose of gathering information, explaining and implementing procedures, or a variety of other matters to individuals with varying degrees of knowledge; requires ability to reach overhead, above the shoulders, and horizontally; requires lifting and assisting staff, students and visitor, pushing and pulling and lifting children and adults, standing, bending, kneeling, or crouching during routing and emergency situations;

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Office environment and outdoor environment in time of emergency/disaster; subject to constant interruptions and frequent interaction with others; operation of a computer keyboard; travel to various locations; sitting or standing for extended periods of time (up to 5-6 hours); read a variety of printed materials and information on a computer screen for extended periods of time; ,repetitive use of upper extremities, fine finger manipulations, including hand coordination ability to lift, carry, push, pull, and/or move objects and persons.

May require off-site duties and activities.
