

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Campus Public Safety	Range: 11 (CL)	Management Schedule
Date Revised:	April 15, 2009	Date Approved:	November 11, 1997
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD</b>			

### PRIMARY PURPOSE

Under the direction of a college Vice President or designee, this position is responsible for planning and directing all aspects of campus public safety and security operations, including safety of the campus environment, security of facilities, grounds and equipment, investigation and reporting, and related functions.

### ESSENTIAL FUNCTIONS

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

1.	Provides leadership in the development, implementation and management of campus safety and security operations in compliance with laws, regulations, District policy and collective bargaining agreements; evaluates effectiveness of safety and security operations; develops recommendations and implements plans to facilitate and improve campus safety and security operations.
2.	Responds to incidents on campus; determines appropriate security responses to incidents; conducts investigations and writes reports; contacts and follows through with law enforcement authorities as appropriate regarding crimes on campus.
3.	Assists in the development and coordination of various safety programs and emergency response procedures, including the campus emergency preparedness plan; provides training and staff development on issues related to campus safety and security.
4.	Establishes and maintains contacts with relevant external agencies concerned with safety and security; formulates rapid response systems with appropriate law enforcement agencies.
5.	Develops, implements and maintains an effective parking control system (parking permits and citations).
6.	Prepares a variety of written reports and documents in compliance with federal, state and college reporting requirements (e.g., Students Right-to Know).
7.	Develops and prepares the annual preliminary budgets for assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
8.	Determines appropriate equipment and supplies for assigned programs in accordance with established policies; monitors and controls inventories.
9.	Prepares and maintains detailed and comprehensive reports, records and files regarding program personnel, facilities and activities.
10.	Organizes, attends or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
11.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.

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12.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
13.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
14.	Performs related duties as assigned.

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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The Director, Campus Public Safety maintains frequent contact with District and college personnel, students, representatives from the community and governmental agencies.

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**EDUCATION AND EXPERIENCE**

**Required 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.

Demonstrated evidence of increasingly responsible experience in safety and security operations, including knowledge of security and law enforcement procedures, crime prevention, investigations, public safety training, and parking programs.

Minimum of three (3) years of supervisory responsibility.

**Desirable Qualifications**

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

Management experience, preferably related to safety and security operations

**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

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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 time lines  
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

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**SPECIAL REQUIREMENTS**

Valid California Driver's License

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**WORKING CONDITIONS**

Office environment subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3- hours); field environment requiring investigations, inspections and security audits; regularly requires walking, standing, and climbing up and down stairs; occasionally requires lifting up to 50 pounds; subject to potentially hazardous situations and exposure to hazardous materials; may require off-site duties and activities

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