



POSITION DESCRIPTION

Director of Campus Safety

Position Director of Campus Safety
Department/Site Campus Safety
FLSA Exempt
Evaluated by Vice President of Student Services
Salary Range M-21

Summary

Under the general direction of the Vice President of Student Services, the Director of Campus Safety plans, organizes, and manages the operation of the Campus Safety Department; manages and participates in department activities, including enforcement of parking rules and regulations, state laws, and board policies and regulations; plans, implements and manages an ongoing program of campus-wide surveillance to ensure protection of lives and property; trains, manages and implements the District's emergency preparedness plan and activities and supervises and evaluates assigned department personnel; serves as primary or back-up officer when needed.

Essential Duties and Responsibilities

- Plans, organizes and manages operations and activities of the department.
- Establishes department work schedules and the assignment of duties to ensure the effective and efficient operations of the department.
- Develops and manages the District's comprehensive emergency preparedness plan and activities.
- Develops effective emergency preparedness training.
- Ensures the District is in legal compliance concerning campus safety and emergency preparedness.
- Trains employees, as required, to be in compliance with NIMS/SEMS/ICIS.
- Responds to campus emergencies and leads the campus safety response.
- Collaborates with local police agencies.
- Collaborates with constituent groups on matters related to campus safety and emergency preparedness/response.
- Provides an ongoing program of campus-wide surveillance to ensure the safety of persons and property.
- Provides appropriate assistance to members of all campus community.
- Responds to disturbances and other emergencies on campus.
- Serves as a primary or back-up officer when needed.
- Participates in the interviewing and selection of department personnel.
- Trains and evaluates assigned staff, including student employees, to ensure that all relevant laws, rules and regulations, and board policies and regulations are enforced; provides technical guidance and assist staff in the understanding and enforcement of state laws, local ordinances and board policies and regulations; ensures that department staff are current in required certifications.
- Monitors campus crimes and provides relevant information to campus administration; provides timely information needed for the filing of crime statistics ensuring that required data are complete and accurate.
- Oversees the collection of money for daily parking passes and parking meters.
- Serves as liaison between the campus and local law enforcement agencies.



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- Participates in the planning and implementation of college emergency response plans; maintains personally and instills in others a sense of calm during emergencies.
- Manages the department budget; approves expenditures according to established guidelines.
- Establishes and maintains a positive tone for the Campus Safety Department on campus, compatible with the needs of the campus community and consistent with the goals and objectives of the District.
- Maintains positive working relationships with a variety of organizations and individuals.
- Schedules the repair or replacement of department equipment as needed.
- Maintains a variety of related records and reports.
- Serves on campus committees as appropriate.
- Maintains positive working relationships with other departments on campus.
- Communicates District policy and administrative decisions to assigned personnel and students.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Supervises and evaluates assigned personnel.
- Resolves conflict.
- Insures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Knowledge, Skills and Abilities

- Knowledge of state and federal laws governing the District.
- Knowledge of modern practices in security services for institutions of higher education.
- Knowledge of specific work processes, equipment operation, or a subject matter: Central Communications systems, alarm systems, video equipment, vehicle unlocking tools, "jumper all", standard office equipment (computer, copier, phones).
- Office procedures.
- District policies and regulations.
- Ability to perform all of the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.
- Ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.



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Education and Experience

- Possession of a bachelor's degree, and five years of responsible security work in a similar environment, of which one of the five years of experience is in a supervisory role.

Licenses and Certificates

- Valid California driver's license required. Completion of School Security Officers' Training as required by Ed Code 72330.5 (or Ed Code 38001.5), Certificate for PC 832 (or, if you are currently a Citrus College Campus Security Officer or Guard, PC 832.2 may meet this requirement) and a valid First Aid, AED, and CPR certificates issued by an authorized agency.