PERALTA COMMUNITY COLLEGE DISTRICT

MANAGEMENT JOB DESCRIPTION

EXECUTIVE DIRECTOR OF COMMUNITY SAFETY/CHIEF
(Management Salary Range 4)
Job Code: 1119

DEFINITION

Under the direction of the Deputy Chancellor/Chief Operating Officer, the Executive Director, Community Safety/Chief is responsible for the leadership and oversight of district-wide safety/security and emergency management operations and activities. This executive level administrative position is also responsible for the development, implementation, and management of safety and security programs and services at each college site. This includes but is not limited to security, health and safety, fire safety, emergency management and parking management. Ensure we are following all applicable state and federal laws, rules, and regulations related to campus safety. Ensure that day-to-day security, public safety functions, and new initiatives are aligned with the District's Mission and Strategic Plan.

The Executive Director provides focus and attention on emergency management programs and goals, to include the development and maintenance of key documents, emergency exercises and plans, training, response aspects and resources in accordance with regulatory compliance obligations and industry best practices. Serves as primary point of contact for emergency management, local law enforcement agencies and stakeholder engagement via outreach, training and education opportunities.

WORK SCHEDULE

This is a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings, nights and weekends depending on the needs of the department.

EXAMPLES OF ESSENTIAL DUTIES:

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

- Plan, organize, control and direct the administration and management of College Safety services and programs including recruiting, training, evaluating staff, ensuring adequate scheduling and staffing coverage and maintaining an effective campus security program to safeguard the physical facility, students, faculty, staff and visitors at multiple college campuses. Ensure patrols, community policing and supervision of campus facilities, parking lots and grounds, and the enforcement of campus, parking and traffic rules and regulations.
- Coordinate and direct communications, personnel and resources to meet evolving campus security needs and assure the well-being and safety of students, staff and visitors; confer with

staff, administrators, outside agencies and the public regarding security operations and related needs and issues; direct activities to ensure proper and timely resolution of security issues and conflicts. Monitor crime trends and implement crime prevention strategies. Estimate and assure adequate resources and personnel needed to meet College security needs; coordinate the purchase of supplies and equipment as appropriate; initiate recruitment activities as needed; assist in coordinating emergency preparedness functions.

- Perform complex technical work and administrative leadership in emergency preparedness and disaster planning. Develop plans and procedures using a combination of original and emergency management professional standards approaches/techniques to solve substantive, complex emergency preparedness, response, and recovery challenges.
- Coordinate planning, development, and implementation of strategic initiatives and programs that strengthen the campus's ability to respond and recover from an emergency; assist in the development of plans and procedures. Evaluate and enhance the college's emergency preparedness in the coordination of the campus emergency operations plan (EOP), conduct campus EOP simulations, table-top exercises and ensure operational capacity for the college's emergency preparedness. Maintain records and conduct exercises in compliance with the Clery Act. Strong familiarity with the Workplace Violence Prevention Plan, Injury Illness & Prevention Plan and Bloodborne Pathogens Plan. Ensure the College is in full compliance with the Student Right- To-Know, Clery Act and Campus Security Act according to the federal law and California AB1094 amending section 67380 of the California Education Code.
- Responsible for leading the development, maintenance, implementation, training, and documentation of the College's emergency management and response program across all campus locations in accordance with guidelines provided by NIMS and SIMS. Serve as the lead emergency management official for the College prior to, during, and after emergency incidents.
- Direct and participate in the preparation and maintenance of a variety of narrative and statistical records, logs and reports related to crimes, security incidents, citations, permits and assigned activities; review subordinate records, reports and paperwork to assure accuracy and completeness.
- Develop and prepare the annual preliminary budget for security operations and activities; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. Institutes and maintains business record-keeping systems in compliance with standard business practices and ensures that the department functions within budget allocations. Prepare realistic and fiscally sound annual and special budgets to enable the department and college to achieve its objectives.
- Act as a spokesperson and liaison with faculty, students, staff and visitors. Serve as a liaison between administrators, staff, law enforcement agencies, outside agencies and the public to assure proper enforcement of college, local and State laws, rules, policies and regulations; assure law enforcement, fire and medical agencies receive proper notification of crime and emergency-related situations.
- Assure investigation of crimes, traffic accidents, thefts, vandalism, and related incidents and provides written reports with recommendations for prevention Serve as a liaison to local, state, and federal law enforcement agencies concerning safety, security or law enforcement

issues on the campuses. Collaborate with local law enforcement agencies in the prevention, control and investigation of illegal activities affecting College personnel, students, and facilities. Network with federal, state, county, local, and other first responder organizations to stay abreast of the latest emergency management best practices, and to build and maintain partnerships.

- Supervise and evaluate the performance of assigned personnel involved in campus security operations, including campus safety officers, supervisors, dispatchers and student employees; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work for compliance with established guidelines, requirements and procedures; assure employee understanding of college rules and regulations.

- Plan, organize, control and direct the monitoring of campus parking lots, directing of traffic and enforcement of College parking and traffic rules and regulations; direct the issuing of citations and assure proper preparation of related paperwork; review citation appeals and resolve issues and conflicts related to traffic and parking in a proper and timely manner.
- Maintain an ongoing knowledge of policies, procedures, laws, and ordinances pertaining to campus safety on college campuses
- Monitor the sex offender registry. Oversee enforcement of Federal regulations, California Vehicle Code, Penal Code, Education Code, Labor Code, Peralta Community College District and College regulations on the campus and other facilities used by the College.
- Support and promote Student Success initiatives and community services for students, faculty, staff, and guests of the College. Work with the Office of Student Services to ensure campus safety through Student Conduct related matters. Participate in the administration of student discipline functions as needed; attend and provide security for student disciplinary hearings as requested; retrieve students and provide security escort services as needed; prepare and follow up on reports of crimes on campus.
- Investigate and/or direct investigations of violations and crimes on campus and review any such reports. Provide technical expertise to the College regarding campus safety and security related matters. Approve all written reports of campus safety officers for accuracy, initiate reports of investigations and other activities.
- Review all documented campus injury reports and refer appropriately. Assist in the investigation of industrial accidents; promote adherence to established safety procedures; conduct safety assessments within college departments; conduct safety training.
- Testify in courts and hearings as required. Respond to calls of danger and liability 24/7/365.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

- A combination of education and experience equivalent to a Bachelor's degree (Master's degree preferred) from an accredited institution in administration of justice, political science, police science, behavioral science, business or public administration, or a closely related field.
- Supervisory P.O.S.T. Certificate (Executive P.O.S.T Certificate preferred).

- Ten (10) years of successful work experience of increasing responsibility in law enforcement or security services that has included at least two years of management and supervisory responsibility.
- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
- Skill in training, supervising, and evaluating the work of others.
- Demonstrated skills in oral communication, including persuasive communication and giving clear, concise instructions.
- Demonstrated skill in written communication.
- Completion of Emergency Management Institute courses IS 100, IS 200, IS 300, IS 400, IS 700, and IS 800.
- Skill in the use of a variety of computer software to compose and prepare data analysis, reports, summaries, correspondence and other materials.
- Possession of an American Red Cross First-Aid and Cardiopulmonary Resuscitation (CPR) certificate.
- Possession of a California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle to off-campus locations.

KNOWLEDGE OF

- Knowledge of the operations, services, and activities of a comprehensive community safety program, including law enforcement, crime prevention, fire suppression, fire prevention, emergency medical services, disaster preparedness, code compliance, and associated programs, services, and operations.
- Knowledge of advanced principles and practices of program development and administration.
- Knowledge of law enforcement theory, principles, and practices and their application to a wide variety of services and programs, including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and crime prevention.
- Knowledge of fire science theory, principles, and practices and their application to a wide variety of emergency service operations, including fire suppression, fire prevention, fire investigation, and emergency medical response.
- Knowledge of the principles and practices of emergency management, response, and recovery.
- Knowledge of operational characteristics of police and fire apparatus and equipment.
- Knowledge of recent court decisions and how they affect department operations.
- Knowledge of methods and techniques of public relations.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Knowledge of law enforcement and security service resources available in Alameda County.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL DEMANDS

- Occasionally work alone while performing the essential functions of the position.
- Carry and operate equipment and weapons used in campus safety operations according to pre-determined standards.
- Work outdoors in varied weather and temperatures.
- Ability to move heavy objects of 50 or more pounds with and without assistance (move large

objects or people).

- Ability to sit or stand for extended periods of time, bend at the waist and knees, stoop/crouch, kneel, pull, reach, maneuver, maintain balance, duck, twist, stand, run/pursue, climb, jump, and wrestle (combative suspect) in performing duties.
- Perform duties with the possibility of bodily injury.