

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

DIRECTOR, SAFETY AND SECURITY

CLASSIFIED MANAGEMENT CLASS SPECIFICATION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

The Director, Safety and Security is an administrative position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of College policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on College-wide administrative councils.

GENERAL DESCRIPTION

Under general direction, to plan, organize, and direct the College Security and Safety Services; and to do related work as required. Direct responsibility is to the Vice President, Administrative Services.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

The Director, Safety and Security shall:

1. Supervise and participate in the enforcement of District and College policies and procedures for Security Services; enforce rules and regulations governing the use of College buildings and grounds;
2. Develop and implement in-service training on safety for staff and students;
3. Investigate violations, accidents and incidents occurring on campus and prepare reports and recommendations regarding security, safety, and related problems;
4. Train and supervise security officers;
5. Schedule, assign and evaluate performance of security personnel;
6. Respond to calls for help and emergencies;
7. Review, prepare, and evaluate a variety of written reports and documents turned in by subordinates;
8. Attend College management staff meetings;
9. Make presentations to various groups regarding campus safety and security;
10. Conduct courses and refresher courses for staff in cardiopulmonary resuscitation (CPR) and first aid;
11. Assist in the preparation of the budget;
12. Maintain records, prepare reports;

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13. Communicate and interpret data and information regarding the College safety and security services;
14. Serve as campus safety coordinator and be responsible for hazardous waste plan and removal, safety training, safety inspections, chemical inventory and data sheet update, environmental reporting, college disaster and preparedness plan and any other safety programs as required by regulations;
15. Coordinate the college trip reduction program;
16. Supervise the lost and found service;
17. Maintain control and issue all college keys to staff;
18. Serve as Evening/Saturday administrator, as required;
19. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.
20. Perform other related tasks as assigned.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Security methods, crowd control techniques and investigating procedures;
2. Campus safety program management;
3. Program management, supervision, and evaluation;
4. Leadership techniques and interpersonal communication; emergency preparedness and response techniques;
5. Pertinent federal, state, city and district laws, rules, regulations and policies, including laws of removal and/or arrest, legal rights of students and citizens, judicial procedures and rules of evidence;
6. Principles and techniques of training and supervision;
7. Local, state and federal safety regulations relevant to the college.

Ability to:

1. Plan, organize and direct the operations of campus safety and security;
2. Utilize pertinent federal, state, city and district laws, rules, regulations and policies, including legal rights of students and citizens, judicial procedures and rules of evidence;
3. Interview complainants, witnesses and suspects;
4. Prepare reports and maintain records;
5. Accurately analyze problems in the field and adopt an effective course of action; use sound judgment while under pressure;
6. Follow and give oral and written directions; oral and written communication;
7. Establish and maintain cooperative and effective working relationships with staff; meet the public with courtesy and tact.

Minimum Education & Experience – *An equivalent combination of education and experience which indicates possession of knowledge and skills required to perform the duties of this position.*

Education & Experience:

A Baccalaureate Degree supplemented by courses in Administration of Justice and three years of security or law enforcement experience with administrative responsibility, excluding watchman experience.

OR

An Associate in Arts Degree in Administration of Justice with five years of administrative experience in safety, security, and law enforcement, excluding watchman experience.

License or Certificate:

Possession of an appropriate, valid California driver's license.

DESIRABLE QUALIFICATIONS

1. American Heart Association or American Red Cross Cardiopulmonary Resuscitation Instructor's Certificate;
2. American Red Cross First Aid Instructor's Certificate.

PHYSICAL ACTIVITIES AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting and may be required to work some evenings, weekends, and travel. The incumbent must be willing to be on-call and available 24-hours a day.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

NOTE: This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.

APPOINTMENT: The Director, Safety and Security shall be elected by the Governing Board upon the nomination of the College President and the District Chancellor.

Adopted by the Board of Trustees 2/21/95
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Board Designation: Administrative