

	Position: Director of Public Safety and Emergency Management	Position Number:
	Department/Site: Administrative Services	FLSA: Exempt- Administrative (Classified Administrator)
	Reports to: Vice President, Administrative Services assigned administrator	Salary Range VII

DEFINITION

Under general direction, plans, organizes, manages and provides direction and oversight for all functions and activities of the Campus Safety and Security Office, including patrol, parking enforcement, investigations, emergency preparedness and support services; coordinates assigned activities with other District divisions, outside agencies, and the public; fosters cooperative working relationships among District departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Vice President of Administrative Services and other District administrative staff in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

District functions and activities, including the role of an elected Board, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines. Assignments allow for a high degree of administrative discretion in their execution.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; and directs the implementation of change.

- æ Represents the Campus Safety and Security Office to faculty, staff, administrators, the Board of Trustees, and outside agencies; explains and interprets departmental programs, policies, and activities; and negotiates and resolves significant and controversial issues.
- æ Conducts a variety of departmental organizational and operational studies and investigations, including those prompted by public inquiries or complaints, or as directed by the Vice President of Administrative Services; responds to public inquiries and complaints and assists with resolutions; and recommends modifications to programs, policies, and procedures as appropriate.
- æ Manages and evaluates critical incidents implementing emergency protocols; oversees investigations, determines the necessary action to ensure an efficient and expedient resolution, and ensures proper reporting related to the crime and directs the preparation and maintenance of a variety of narrative and statistical reports as required by law.
- æ Works closely with law enforcement and fire services personnel in Monterey County on crime prevention and apprehension of those who commit crimes against students, faculty, public or HCCD property and equipment; establishes a cooperative traffic enforcement program with local police departments; and establishes partnerships and cooperative arrangements when possible with the overall goal of improving campus safety and security.
- æ Coordinates and manages vehicle fleet and specialized public safety equipment.
- æ Monitors legal, regulatory, technological, and societal changes that may affect the work of the department; determines equipment acquisition, training programs and

- æ Counsel, direct, and facilitate professional development of employees.
- æ Develop and monitor budgets and effectively utilize resources.
- æ Effectively manage priorities in large, complex, and diverse operational units.
- æ Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- æ Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- æ Recruit, select, supervise, and evaluate employees.
- æ Analyze situations accurately and adopt an effective course of action to resolve a situation.
- æ Interpret, apply, explain, and ensure compliance with applicable federal, state, local policies, procedures, laws, and regulations.
- æ Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of District programs and administrative activities.
- æ Conduct effective negotiations and effectively represent the District and the department in meetings with governmental agencies, community groups, contractors, vendors, various businesses, individuals, and professional, regulatory and legislative organizations.
- æ Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- æ Establish and maintain a variety of filing, record keeping, and tracking systems.
- æ Make sound, independent decisions in emergency situations.
- æ Operate modern office equipment including computer equipment and specialized software applications programs.
- æ Understand scope of authority in making independent decisions.
- æ Establish and maintain positive and effective working relationships with those contacted in the course of the work.

Education and Experience:

- æ A bachelor's degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
- æ Two (2) years of management or administrative experience in public safety and/or emergency management service.

License:

- æ Possession of or ability to obtain American Red Cross First Aid and CPR certification.
- æ Valid basic, supervisory, and management certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) is desired, but not required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain mobility and physical strength and stamina to respond to emergency situations and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven, climbing and descending structures to access incidents and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate Public Safety service equipment. Positions in this classification frequently bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.