Deadline for Applications
Application package must be received by 5:00 pm, July 16, 2009. Postmarks will not be honored. Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by fax or email.

Selection Process
The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview a presentation and/or a written exercise related to the assignment may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications DOES NOT ensure an interview.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

The candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute.

For further information about the position contact:
Toni DuBois
Vice President, Student Services
(714) 992-7074

FULLERTON COLLEGE
“Excellence. Elevated.”

Founded in 1913, Fullerton College is the oldest community college in continuous operation in California. As one of five institutions of higher learning in the city of Fullerton, the college is an integral part of a complex higher education system.

The 83-acre campus features instructional buildings that include conventional classrooms as well as laboratory facilities for science, art, computer technology, photography, automotive services, physical education and other specialized programs. A full complement of athletic fields and facilities surrounds the campus. Dr. Kathleen Hodge is the President.

Fullerton College offers its students a comprehensive academic experience, in a real college setting. We are committed to quality education in all areas of study, ranging from transfer-level courses to career certificate programs. These programs, coupled with our full complement of student support services and excellent faculty virtually ensure student success. Fullerton College – Excellence. Elevated.

Fullerton College can be found on the web at www.fullcoll.edu.

NOC CCD
“Greatness. Achieved.”

The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premiere colleges and most extensive continuing education program combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 70,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. College students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

The District is governed by a seven-member Board of Trustees, elected at large by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2008-09 was $212 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training.

The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery, vocational certificates, and self-development courses.

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault treatment and counseling and maintenance of a drug-free environment is available online at www.nocccd.edu.
THE POSITION

DIRECTOR, CAMPUS PUBLIC SAFETY
Job #FCM976

STARTING DATE
Within a mutually agreeable time as soon as possible after acceptance of the position.

BASIC FUNCTION
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.

DUTIES AND RESPONSIBILITIES
Provide leadership in the development, implementation and management of campus safety and security operations in compliance with laws, regulations, District policy and collective bargaining agreements; evaluate effectiveness of safety and security operations; develop recommendations and implement plans to facilitate and improve campus safety and security operations.

Respond to incidents on campus; determine appropriate security responses to incidents; conduct investigations and write reports; contact and follow through with law enforcement authorities as appropriate regarding crimes on campus.

Assist in the development and coordination of various safety programs and emergency response procedures, including the campus emergency preparedness plan; provide training and staff development on issues related to campus safety and security.

Establish and maintain contacts with relevant external agencies concerned with safety and security; formulate rapid response systems with appropriate law enforcement agencies.

Develop, implement and maintain an effective parking control system (parking permits and citations).

Prepare a variety of written reports and documents in compliance with federal, state and college reporting requirements (e.g., Students Right-to-Know).

Develop and prepare the annual preliminary budgets for assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations and activities.

Determine appropriate equipment and supplies for assigned programs in accordance with established policies; monitor and control inventories.

Prepare and maintain detailed and comprehensive reports, records and files regarding program personnel, facilities and activities.

Organize, attend or chair a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.

Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.

Plan, organize and arrange appropriate training and staff development activities; provide orientation for new employees.

Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural and ethnic background of students.

Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

Perform related duties as assigned.

MINIMUM 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.
- Experience in emergency planning and procedures.

SALARY
The initial salary placement range is $66,912 - $84,663 annually, 12-month contract, plus an additional $2,600 annually for an earned doctorate from an accredited institution. Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.

BENEFITS
The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care. The District pays the full cost of the employee-only health insurance premium for the plan selected by the employee. In addition, the District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE
Reference Job #FCM976 in all correspondence. Download the District Classified Management Application on our website at http://www.nocccd.edu, or email requests to hr@nocccd.edu, or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Classified Management Application as a complete package.

A complete application package MUST include the following:
1. Completed District Classified Management Application.
2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.
3. Resume describing educational background and work experience.
4. Undergraduate AND graduate college transcripts (may be unofficial). Evidence of degree conferred/awarded must be printed on the transcripts. Evaluations of foreign degrees and/or foreign work are required. See www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.

Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section of the application will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials.

Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. Materials submitted independently of the application package will not be accepted.