



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	District Director, Public Safety and Emergency Management	Salary Range:	30
Date Revised:	4/2/2026	Date Approved:	6/23/2026
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the general direction of an administrator or designee, the District Director of Public Safety and Emergency Management provides strategic leadership, planning, and oversight for all District-wide campus safety operations, programs, and personnel. The District Director develops and implements comprehensive safety strategies aligned with District and college goals; ensures compliance with federal, state, and local regulations; and promotes a proactive, service-oriented approach to community safety. The District Director leads emergency preparedness efforts, oversees investigations, manages safety technology systems, coordinates with law enforcement and public agencies, and ensures the delivery of effective training, prevention, and response services that support a safe learning and working environment.

DISTINGUISHING CHARACTERISTICS

The District Director, Public Safety and Emergency Management is a senior-level administrative leader responsible for directing District-wide campus safety functions, including emergency management, safety training, security operations, and compliance.

The District Director differs from campus-based supervisors or managers in its broad scope of authority, policy-setting responsibilities, and oversight of District-wide initiatives. The District Director works collaboratively with executives, administrators, faculty, staff, and external partners to design and implement safety policies, develop risk mitigation strategies, and ensure consistent standards across all sites.

The District Director, Public Safety and Emergency Management requires strong leadership, expertise in emergency response and public safety operations, and the ability to build community trust and engagement.

ESSENTIAL FUNCTIONS

Examples of essential functions are descriptive and not restrictive in nature.

Leadership and Program Administration

1. Provides District-wide leadership in planning, directing, and evaluating safety, security, and emergency management programs, ensuring alignment with local and state regulations, District policies, and collective bargaining agreements.
2. Develops, implements, and maintains standard operating procedures, comprehensive emergency response plans, and coordinated incident command protocols to ensure consistent and effective safety practices across all District and college sites.



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3. Oversees the design, delivery, and compliance of National Incident Management Systems (NIMS) and Standardized Emergency Management Systems (SEMS) training to ensure operational readiness and regulatory adherence.
4. Directs District-wide safety initiatives—including community policing, emergency preparedness, and incident response—to promote consistent service delivery, risk mitigation, and proactive safety operations.
5. Leads the development of short- and long-range strategic plans that guide District-wide safety priorities, security infrastructure, emergency management, and ongoing risk assessment.
6. Interprets, develops, and recommends policies and procedures that enhance the effectiveness, consistency, and regulatory compliance of District safety operations.

Compliance, Laws, and Regulations

7. Ensures District-wide compliance with federal, state, and local safety regulations—including the Clery Act, Title IX (as applicable to safety functions), OSHA, Education Code, and law enforcement reporting requirements—and maintains ongoing readiness for audits and regulatory review.
8. Oversees the preparation, accuracy, and timely submission of mandated reports, documentation, and compliance assessments required by oversight agencies and District policies.
9. Maintains expert-level knowledge of emerging legislation, regulatory updates, best practices, and industry standards in campus safety, using this information to guide District policy, operations, and continuous improvement.

Emergency Preparedness and Incident Response

10. Provides District-wide leadership in responding to and resolving safety incidents involving employees, students, and community members; assesses risk, determines appropriate security actions, and ensures timely follow-up.
11. Oversees and conducts investigations of District and campus safety incidents, including evidence collection, witness interviews, documentation, and preparation of reports; represents the District and provides testimony as required.
12. Directs the planning, development, and coordination of District-wide safety programs, emergency operations plans, disaster response procedures, and related training to ensure readiness across all sites.
13. Establishes and supports a unified command structure during major emergencies or multi-agency responses, coordinating closely with law enforcement, fire departments, and emergency management partners.
14. Leads District-wide emergency preparedness initiatives, including drills, exercises, and response protocols, ensuring alignment with best practices and regulatory requirements.
15. Coordinates and manages incident response for critical events impacting District or campus operations, ensuring appropriate communication, documentation, and collaboration with internal and external stakeholders.



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Public Safety Operations and Security

16. Provides leadership and oversight for the day-to-day operations and activities of District public safety services, including patrol, dispatch, investigations, parking enforcement, safety escorts, and event security, ensuring consistent, service-oriented delivery across all sites.
17. Oversees the selection, implementation, operation, and maintenance of safety and security technology systems, such as emergency communication platforms, access control systems, and video surveillance, to support effective District-wide safety operations.
18. Develops, implements, and evaluates District-wide crime prevention initiatives and community-policing strategies that promote safety awareness, visibility, and positive engagement with students, employees, and the community.
19. Directs District-wide parking and traffic operations, including planning for special events, managing permit and citation processes, and ensuring effective parking control, traffic flow, and maintenance of related systems and infrastructure.

Training, Education, and Collaboration

20. Provides leadership and direction to Campus Safety Directors and District-wide safety personnel; plans, organizes, and coordinates safety operations to ensure consistent practices, service delivery, and adherence to District policies.
21. Develops, delivers, and oversees comprehensive training programs for faculty, staff, and students on safety awareness, emergency procedures, response protocols, de-escalation, crime prevention, and related topics.
22. Reviews and evaluates incident reports prepared by safety staff; provides guidance, direction, and follow-up actions to ensure accuracy, consistency, and alignment with District procedures.
23. Oversees District-wide emergency preparedness resources, including maintenance of emergency supplies, equipment, and the building evacuation and floor marshal program.
24. Coordinates staff development activities designed to enhance the effectiveness, professionalism, and preparedness of campus safety personnel across the District.
25. Promotes safety awareness and emergency preparedness by directing communication and outreach strategies—including safety websites, publications, alerts, and related messaging—to engage the campus community.
26. Serves as the District's primary liaison to local and regional law enforcement, fire departments, emergency agencies, and community partners, ensuring coordinated communication and collaborative response efforts.

Budget, Personnel, and Administrative Oversight

27. Provides executive oversight for budget development, resource planning, and expenditure management for District-wide campus safety operations; prepares budget proposals and allocates funds to support strategic and operational priorities.
28. Selects, trains, supervises, and evaluates personnel; ensures compliance with collective bargaining agreements and supports ongoing professional development initiatives to strengthen departmental capacity and performance.



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29. Oversees and manages contracts and service agreements with external agencies, vendors, and providers to ensure the effective delivery of safety and emergency management functions.

Data, Reporting, and Continuous Improvement

30. Directs the preparation, accuracy, and maintenance of required federal, state, and District safety reports—including the Annual Safety and Security Report, Student Right-to-Know disclosures, and Clery Act reporting—ensuring standardized, compliant, and timely submissions across all sites.
31. Oversees the development and retention of comprehensive records, files, and documentation related to District-wide safety operations, emergency management activities, incident response, and vendor or service agreements.
32. Collects, analyzes, and interprets safety, crime, and incident data to inform strategic decision-making, identify trends, and strengthen District-wide safety operations and resource allocation.
33. Prepares and delivers presentations, briefings, and analytical reports for District leadership, shared governance groups, external agencies, and other stakeholders to support transparency and informed planning.
34. Evaluates and implements emerging technologies to enhance the efficiency, reliability, and responsiveness of campus safety operations, including surveillance systems, emergency communication tools, digital recordkeeping, and incident-tracking platforms.

Technology and Process Improvement

35. Learns and applies new and emerging technologies, tools, and systems to improve the effectiveness and efficiency of public safety and emergency management operations.
36. Promotes the use of current and evolving technologies among staff through training and resource sharing.

Diversity, Equity, and Inclusion

37. Provides leadership in college and District initiatives that promote diversity, equity, inclusion, and belonging.
38. Attends regional/statewide meetings and contributes to an inclusive, welcoming campus environment.
39. Participates in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

General

40. Organizes, attends, or chairs meetings, serves on committees, and coordinates efforts with other college departments. Performs other duties that support the overall objective of the position.
41. Performs other duties that support the overall objective of the position



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WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in Police Science, Criminal Justice, Public Administration, or closely related discipline; **AND**
- Five (5) years of experience in public safety, security, and/or emergency management operations, including public safety training, investigations, and emergency/disaster preparedness
- Minimum of three (3) years of supervisory responsibility
- Possession of a valid Management or Supervisory California Peace Officer Standards and Training (P.O.S.T) Certification.
- Valid First Aid and CPR certification

OR

- Associate Degree; **AND**
- Seven (7) years of experience in the same areas; **AND**
- Minimum of three (3) years of supervisory responsibility
- Valid First Aid and CPR certification
- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position;
- Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

DESIRABLE QUALIFICATIONS

- Demonstrated equity-minded approach in professional settings.
- Experience in creating inclusive, welcoming work and educational environments.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge of District organization, operations, policies, and objectives.
- Knowledge of law enforcement procedures and public safety principles.
- Knowledge of emergency and disaster response planning and coordination.
- Knowledge of investigative techniques, report writing, and evidence management.



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- Knowledge of federal, state, and local regulations related to campus safety (e.g., Clery Act, Title IX).
- Knowledge of budget development and resource allocation.
- Knowledge of parking and traffic control systems.
- Knowledge of recordkeeping procedures and data management systems.
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- Knowledge of technology tools for emergency alerts, incident tracking, and surveillance systems.
- Knowledge of emerging safety technologies and their applications in campus environments.
- Knowledge of federal and state regulations related to student services, such as the Federal Educational Rights and Privacy Act (FERPA).
- Knowledge of student information systems, management information systems, databases, and data management practices.
- Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services.
- General knowledge of community college structures, processes, and student demographics.

Skills:

- Leadership, supervision, and staff development.
- Strategic planning and policy development.
- Crisis management and emergency coordination.
- Communication, both oral and written, including presentation and report writing.
- Conflict resolution, de-escalation techniques, and cultural competence.
- Operating and integrating new and emerging technologies into safety practices.
- Strong organizational skills with the ability to prioritize and manage multiple tasks efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Excellent written and verbal communication skills, with the ability to draft clear and concise reports, correspondence, and presentations.
- Data collection, analysis, and reporting, particularly in relation to program outcomes and student participation.
- Event planning and coordination skills, including the ability to manage logistics and details for meetings, workshops, and special events.
- Computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to independently perform the essential responsibilities of the position.
- Ability to work independently and collaboratively within a team environment.
- Ability to interact positively and professionally with a diverse student population, faculty, and staff.



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- Ability to plan, coordinate, and evaluate safety and emergency operations.
- Ability to exercise sound judgment under pressure.
- Ability to interpret and apply complex regulations and procedures.
- Ability to build collaborative relationships with diverse stakeholders and agencies.
- Ability to promote a culture of safety, inclusion, and accountability.
- Ability to maintain confidentiality and professionalism.
- Adapt to new technologies and continuously improve systems.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to learn and adapt to new software, systems, and processes as required.
- Ability to provide empathetic and effective support to students, addressing their needs and concerns with professionalism.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.
- Ability to demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of a valid Management or Supervisory California Peace Officer Standards and Training (P.O.S.T) Certification.
- Management experience related to community-oriented safety and security operations
- Valid First Aid and CPR certification
- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this classification, the incumbent is regularly required to operate standard office and safety equipment and respond rapidly to emergency situations. Requires physical strength to lift or assist others and perform patrol functions.

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with



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hands and arms; and occasionally lift and carry up to 25 pounds. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel, and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

Mental Demands:

While performing the duties of this class, the incumbent must be able to work in fast-paced, high-pressure environments, exercise sound judgement, handle multiple tasks simultaneously, and respond calmly during emergencies. Frequent contact with individuals in distressing or unpredictable situations.

The incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

Working Conditions:

Work is performed both indoors and outdoors under varying environmental conditions, including periods of high activity or emergency response. The position involves exposure to a range of settings, including office spaces, campus grounds, parking areas, and emergency situations. The incumbent may be subject to exposure to hazardous or potentially dangerous situations, including contact with bodily fluids, communicable diseases, or individuals in crisis. Incumbents may experience frequent interruptions, tight deadlines, and emergency callouts.

The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



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North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.