

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Campus Safety	Range: 20 (CL)	Management Schedule
Date Revised:	April 15, 2009, May 11, 2021	Date Approved:	November 11, 1997
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD</b>			

### PRIMARY PURPOSE

Under the direction of a college Vice President or designee, this position is responsible for planning and directing all aspects of campus public safety, emergency preparedness, and security operations, including safety of the campus environment, security of facilities, grounds and equipment, investigation and reporting, and related functions.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Plan, organize, direct, and coordinate activities of campus safety staff, actively participating in service delivery ranging from community-oriented safety principles, public safety initiatives, command of incidents, emergency operations and assistance for all on campus properties.
2.	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; evaluates effectiveness of safety and security operations; develop recommendations and implement plans to facilitate and improve campus safety and security operations and culturally intelligent service delivery.
3.	Respond to and resolve incidents on campus that may involve campus staff, students, or public citizens; determine appropriate security responses to incidents; conduct investigations and write reports (e.g., Clery report); gather evidence, interview witnesses, and testify in court as necessary; review reports of subordinates and respond to recommendations found in those reports; contact and follow through with law enforcement authorities as appropriate regarding crimes on campus.
4.	Patrol campus on foot, bicycle, cart or vehicle and answer calls to protect students, faculty, staff and visitors; protect persons, college/campus property and facilities against fire, theft, vandalism, and illegal entry; supervise the evacuation of classrooms and buildings in emergency situations as necessary.
5.	Plan, organize and direct the development and maintenance of individual disaster plans for various physical aspects of the campus; maintain knowledge of emergency resources from city, county and state agencies through the mutual aid program.
6.	Provide direction and training/workshops, including annual campus safety drills, to faculty, staff and students in emergency protocols; maintain campus emergency supplies; knowledge of establishing and maintaining a unity of command during a multi-agency disaster/emergency impacting the campus/institution.
7.	Provide leadership in the development and coordination of various safety programs and emergency and disaster response procedures, including the campus emergency preparedness plan; provide training and staff development on issues related to campus safety and security.
8.	Establish and maintain contact with relevant external agencies concerned with safety and security; formulates rapid response systems with appropriate law enforcement agencies.

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9.	Develop and implement strategies to manage campus traffic at special events, as well as during the academic year; develop, implement and maintain an effective parking control system and parking lot maintenance (parking permits and citations).
10.	Prepare a variety of complex written reports and documents in compliance with federal, state and college reporting requirements (e.g., Students Right-to Know).
11.	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.
12.	Determine appropriate equipment and supplies for assigned programs in accordance with established policies; monitor and control inventories.
13.	Prepare and maintain detailed and comprehensive reports, records and files regarding program employee, facilities and activities.
14.	Organize, attend or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college faculty and staff.
15.	Train, supervise, evaluate and direct the work of employees, as assigned; participate in selection and hiring processes; plan, organize and arrange appropriate training and staff development activities; ensure campus safety employee training is current and recorded; provide orientation for new employees.
16.	Evaluate the effectiveness of programs and services through various mechanisms, including but not limited to the Office of Institutional Research, and make adjustments as needed.
17.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
18.	Coordinate program operations and activities on student conduct, Title IX, and other student support initiatives with other campus programs and services (e.g., Office of Student Services), as appropriate; attend regional and statewide meetings and conferences.
19.	Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
20.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
21.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity-minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees
22.	Perform related duties as assigned.

**OTHER FUNCTIONS**

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## **WORKING RELATIONSHIPS**

The Director, Campus Safety maintains frequent contact with students, with representatives and service providers from the community and governmental agencies, and with various College and District staff.

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## **EDUCATION AND EXPERIENCE**

### **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 and a minimum of three (3) years of experience in safety and security operations, including knowledge of security and law enforcement procedures, emergency/disaster preparedness, crime prevention, investigations, public safety training, and parking programs OR an Associate's Degree and a minimum of five (5) years of experience in safety and security operations, including knowledge of security and law enforcement procedures, emergency/disaster preparedness, crime prevention, investigations, public safety training, and parking programs.

Minimum of three (3) years of experience in supervisory responsibility.

Possession of a Basic, Intermediate, Advanced, or Supervisory California P.O.S.T Certificate.

Valid First Aid and CPR certifications.

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**

Management experience, preferably related to community-oriented safety principles and security operations.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives

Knowledge of organizational and management practices as applied to the analysis and evaluation of campus public safety and security operations

Knowledge of police/law enforcement procedures, techniques and safety precautions necessary in the work

Knowledge of public safety and security training programs

Knowledge of federal, state and local laws, codes and regulations applicable to campus public safety and security operations (e.g., *Students Right-to-Know and Campus Security Act of 1990, Administrative Adjudication Program/AB408, Drug-Free Workplace Act of 1988/Public Law 100-690, Drug-Free Schools and Communities Act Amendments of 1989/Public Law 101-226, California Education and Penal Code*)

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of appropriate computer technology, software and databases

Knowledge of record keeping procedures

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Ability to plan, organize, direct and coordinate the activities of a campus public safety department  
Ability to exercise appropriate judgment in responding to situations, including, but not limited to, requesting law enforcement or emergency response personnel  
Ability to act quickly and calmly in emergencies  
Ability to develop and present effective employee training programs and materials  
Ability to assess and evaluate safety and security hazards and recommend appropriate corrective measures  
Ability to interpret, apply and explain laws, regulations, policies and procedures  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to meet schedules and timelines  
Ability to work independently with little direction  
Ability to understand and follow oral and written directions  
Ability to communicate efficiently both orally and in writing  
Ability to supervise, train and provide work direction to others  
Ability to establish and maintain effective working relationships with others

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### **SPECIAL REQUIREMENTS**

A valid California Driver's License

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### **WORKING CONDITIONS**

Fast-paced environment requiring ability to keep pace within routine and emergency priorities; subject to constant interruptions, frequent interaction with others, and unscheduled emergencies; subject to exposure to hazardous, biological conditions which may be unsafe or hazardous (such as bodily fluids, blood and blood products, communicable diseases, toxic or caustic chemicals, sharp objects, and uncooperative persons).

Requires ability to visually assess injuries and ability to communicate effectively in person and on the telephone for the purpose of gathering information, explaining and implementing procedures, or a variety of other matters to individuals with varying degrees of knowledge; requires ability to reach overhead, above the shoulders, and horizontally; requires lifting and assisting staff, students and visitor, pushing and pulling and lifting children and adults, standing, bending, kneeling, or crouching during routing and emergency situations;

Office environment and outdoor environment in time of emergency/disaster; subject to constant interruptions and frequent interaction with others; operation of a computer keyboard; travel to various locations; sitting or standing for extended periods of time (up to 5-6 hours); read a variety of printed materials and information on a computer screen for extended periods of time; ,repetitive use of upper extremities, fine finger manipulations, including hand coordination ability to lift, carry, push, pull, and/or move objects and persons.

May require off-site duties and activities.

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