

## **SUPERVISOR, SAFETY AND SECURITY**

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### **DEFINITION:**

Under general direction to plan, organize, coordinate, and direct the program and operations of campus security services, parking enforcement and security of personnel and facilities in accordance with the district policy and procedures for security services.

### **DISTINGUISHING CHARACTERISTICS:**

This is a single position management classification with general accountability for the above-described functions. This classification also participates in the work of the unit on a regular basis.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Supervises and coordinates the provision of campus security and parking enforcement;
- Supervises, schedules, and directs assigned employees. Assigns and evaluates the daily work of assigned staff; trains employees in work procedures, standards, and safety practices; interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies and recommends performance recognition and disciplinary action;
- Develops and implements objectives, procedures, and work standards for security and other assigned program areas; evaluates regulations and requirements and ensures campus security and other assigned program areas operate in accordance with same;
- Assists the Vice President of Administrative Services with employee discipline within the department;
- Monitors security patrol activities, supervises response to emergencies including after hours, determines when intervention is safe and appropriate, and personally patrols the campus by vehicle and on foot to ensure security of students, the public, staff and facilities;
- Reviews reports submitted by Campus Security Officers;
- Coordinates with outside agencies and companies including police and fire, sheriff, DMV, alarm services and others regarding campus security, enforcement of laws, emergency response, special event coverage and related matters. Responding to fire, smoke, and security alarms;
- Prepares and publishes “right-to-know” crime statistics in accordance with regulations; performs duties to ensure the safety and security on the campus for students, staff, faculty and visitors;
- Serves as parking administrator to review all written appeals of tickets, render decisions, coordinate with processing agencies; coordinates parking permit process; repairs, reprograms, and collects revenue from parking permit machines;
- Makes presentations and coordinates with other campus staff and departments, attends, and participate in a variety of committees and other internal and external meetings, and responds

- to complaints;
- Prepares and maintains a variety of reports and records pertaining to security, accidents, parking, and other areas including incident reports;
- Serves as a key member of the Emergency Operations Committee (EOC);
- Maintains and updates the Emergency Operations Plan under the approval of the EOC Director;
- Under the direction of Administration, assures that the Emergency Operations Plan is in place (medical, first aid, earthquakes, fires, erosion, gas, hazardous materials, flooding, severe winds, utility failure, suicide and attempted suicide response, terrorist incident, biological energy, active shooter, violent or criminal behavior/civil defense/WMD, disturbances and demonstrations, bomb threat and governmental response to pandemic flu);
- Assists in the preparation of the department budget, including purchasing, inventory, maintenance and surplus of equipment;
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### Knowledge of:

- Supervisory principles and practices including work planning, direction, and personnel practices.
- Clery Act, Title IX, and the National Incident Management System (NIMS).
- Methods and tools used in basic repair and operation of parking permit technology and equipment.
- Applicable laws, codes, regulations, and standards governing campus security and parking enforcement.
- Principles and practices of budget development and administration.
- Principles and techniques of training and supervision.
- Modern office methods and practices including operation and operator maintenance of duplicating, filing, record keeping, and computer use.
- Safety and safe working practices for campus security and parking enforcement.

#### Skill in/Ability to:

- Planning, organizing, scheduling, assigning, and reviewing the work of others.
- Selecting, training, instructing, appraising, counseling, and motivating assigned staff.
- Maintaining records, preparing reports, and correspondence including “right to know” reports and records, oral communications.
- Evaluating and developing procedures, standards and methods for campus security, parking enforcement.
- Exercising sound independent judgement within legal and general policy guidelines.
- Assessing difficult situations and developing, implementing, and directing appropriate response strategies, including dealing with hostile and/or potentially violent individuals.
- Interpreting and applying applicable codes, regulations, and policies.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Performing basic repairs and maintenance of parking fee collection devices.
- Communicating effectively both orally and in writing.
- Maintaining documentation and records.

- Handling multiple assignments simultaneously and set priorities based on customer needs.
- Work with and demonstrate sensitivity to and understanding of the diverse racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students and staff.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Completion of two years of college coursework in law enforcement, criminal justice, police science or a closely related field, and three years of experience in law enforcement or campus security. Previous lead of supervisory experience, and completion of POST Basic training are desirable.

Other Requirements:

Possess a valid California driver's license and have a satisfactory driving record.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

*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.*

Strength, mobility and agility to patrol college grounds on foot, climb stairs and walk uneven terrain, and to lift or maneuver people requiring emergency assistance; ability to perform the full range of reaching, bending, grasping and climbing movements; manual dexterity to operate radios, computer keyboards, other office equipment, and repair parking permit dispensers; vision (including color vision) sufficient to observe and describe suspects and activities in reduced lighting and read printed materials and computer screens; speech and hearing sufficient for normal communication including by radio; sense of smell to detect abnormal conditions such as smoke and odors associated with leaks. This work is performed indoors and outdoors throughout the campus. Work environment involves some exposure to hazards or physical risks, which require basic safety precautions.