

Director, College Safety and Security
Cerro Coso College
Kern Community College District
JOB DESCRIPTION

Definition

Under direction of the Vice President, Finance and Administrative Services, or assigned supervisor the Director, College Safety and Security is responsible for the leadership and oversight of college-wide safety, security, and emergency management operations and activities. The Director shall plan, develop, implement, and monitor safety and security programs and services at each college site, including but not limited to security, health and safety, fire safety, emergency management, and parking management.

Examples of Duties

1. Develop, plan, organize, and direct the administration and management of College Safety services and programs.
2. Develop and maintain positive public relations with students, staff, faculty, administrators, and the college community.
3. Recruit, train, evaluate staff, ensure adequate scheduling and staffing coverage and maintain an effective campus security program to safeguard the physical facility, students, faculty, staff, and visitors at multiple college campuses.
4. Ensure patrols, community policing, and supervision of campus facilities, parking lots, and grounds, and the enforcement of campus, parking and traffic rules, and regulations.
5. Assign, coordinate, direct, and review activities of subordinate officers; train and evaluate assigned staff.
6. Develop, manage, and oversee the emergency preparedness and recovery plans, operations, and procedures for the College according to California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS); Serve on the Emergency Operations Center (EOC).
7. Oversee and coordinate emergency response activities, including emergencies involving medical situations, hazardous materials, and natural disasters. Ensure campus is prepared for emergency responses including maintaining current Emergency Action Plan, emergency boxes, and first aid kits.

Examples of Duties (cont.)

8. Oversee and coordinate all campus disaster preparedness activities, coordinate campus emergency drills, manage and coordinate central dispatch and communications in time of disaster and implement the Campus Disaster Plan.
9. Respond to incidents and emergencies on campus; review all documented campus injury reports and refer appropriately; assist in the investigation of industrial accidents; promote adherence to established safety procedures; conduct safety assessments within college departments; conduct safety training; conduct campus awareness programs and presentations on safety, security, and crime prevention.
10. Direct and participate in the preparation and maintenance of a variety of narrative and statistical records, logs, and reports related to crimes, security incidents, citations, permits, and assigned activities; review subordinate records, reports, and paperwork to assure accuracy and completeness.
11. Gather statistics and complete and submit the required report for the federally mandated compliance of the Jeanne Clery Act.
12. Investigate and/or direct investigations of violations and crimes on campus; assist the Title IX Coordinator as needed with investigations or handle investigations of Title IX violations, if the Title IX Coordinator is unavailable.
13. Establish and maintain periodic inspection program of buildings and facilities to assure compliance with applicable fire, safety, security, and health codes and regulations.
14. Responsible for the application of California Vehicle Code, Penal Code, Education Code, Labor Code, Kern Community College District, and college regulations on the campus and other facilities used by the college
15. Coordinate preventative measures to early identify potential for violence or crimes involving college students or staff.
16. Manages the college's parking program(s), including research and analysis of data, recommendations for and planning of parking facilities, resolution of security and funding issues, and enforcement of laws, regulations, and procedures. Formulate and implement parking appeals procedures.
17. Develop, implement, and maintain effective traffic control processes in coordination with the Maintenance and Operations department.
18. Serve as a liaison to local, state, and federal law enforcement agencies concerning safety, security or law enforcement issues on multiple campuses.

Examples of Duties (cont.)

19. Collaborate with local law enforcement agencies in the prevention, control, and investigation of illegal activities affecting College personnel, students, and facilities. Network with federal, state, county, local, and other first responder organizations to stay abreast of the latest emergency management best practices and to build and maintain partnerships.
20. Manage and/or participate in district and college safety committee and facilities meetings, as necessary. Prepare progress reports on campus safety and security concerns.
21. Conduct budget preparation and administration. Prepare realistic and fiscally sound annual budgets.
22. Oversee report writing review and return for correction, if appropriate, written reports of college officers for accuracy, initiate reports of investigations and other activities.
23. Promote a culture of safety and reporting on multiple college campuses.
24. Oversee and respond to calls of danger and liability of a department which provides service 24/7.
25. Perform related duties as assigned.

Minimum Qualifications

- Bachelor's degree from an accredited college/university preferably in a teaching or service area, with course work in safety, public service, or a related field.
- Four (4) to six (6) years demonstrated experience working in college campus safety/law enforcement or functional equivalent, including four (4) years of supervisory experience.

OR

- Associate's degree from an accredited college/university preferably in a teaching or service area, with course work in safety, public service, or a related field.
- Six (6) to eight (8) years demonstrated experience working in college campus safety/law enforcement or functional equivalent, including four (4) years of supervisory experience.

AND

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.
- Licenses and other requirements:
 - Possession of, or the ability to obtain, a valid California Driver's License
 - Possession of, or ability to obtain, current Guard Card
 - Possession of, or ability to obtain, appropriate CPR and First Aid certificates

Minimum Qualifications (cont.)

- Possession of, or the ability to obtain, School Security Officer Certification SB1626
- Satisfactory completion of pre-employment physical assessment
- Satisfactory completion of pre-employment drug testing

Knowledge and Abilities

Knowledge of:

- Mission of the California Community Colleges and community college programs.
- Interpret Pertinent federal, state, local, and district laws and ordinances including applicable sections of the California Penal Code, California Vehicle Code, State Education Code, Jeanne Clery Act, health and safety code, business and professional standards, and laws pertaining to the use of force.
- Public disaster preparedness including Incident Command System.
- Methods, procedures, and practices, including investigation and crisis/emergency management; intrusion, fire alarm, and communication systems.
- Procedures of psychology, crowd control, emergency evacuation, and investigative techniques and practices.
- Investigative techniques, principles, and procedures of record keeping and report writing.
- Techniques and applications of self-defense and proper use of force.
- Conflict resolution skills, techniques, and investigative procedures.
- Principles of budget preparation and administration.
- Sound leadership, management, and supervisory methods and practices.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Effective oral and written communication techniques.

Ability to:

- Plan, organize, supervise, and participate in the operations of the college security department.
- Exercise sound judgment in handling emergency situations, interrogating suspects, and interviewing victims and witnesses.

Knowledge and Abilities (cont.)

- Interpret, apply, and enforce appropriate laws and regulations; administer security policies and activities; formulate procedures.
- Recommend improvements in department operations and changes in policies and procedures.
- Prepare and present clear, concise, and comprehensive oral and written reports.
- Plan, coordinate, and supervise staff training programs.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Train, supervise, and evaluate assigned personnel.
- Work confidentially with discretion.
- Maintain high ethical standards.
- Use correct English usage, grammar, spelling, punctuation, and vocabulary.
- Work cooperatively within a team environment and maintain effective working relationships.
- Work effectively with local, state, and federal public service agencies.
- Interpret the District's CSEA (Classified School Employee Association) contract.
- Demonstrate sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Working Conditions (cont.)

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

Nov 2025