

Executive Director, College Safety
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

Under general direction of the Vice President for Finance and Administration, the Executive Director, College Safety is responsible for the leadership and oversight of college-wide safety and emergency management operations and activities. This executive level administrative position is also responsible for: 1) the development, implementation, and management of safety and security programs and services at each college site, including but not limited to security, health and safety, fire safety, emergency management, parking management, and transportation (shuttles) and 2) compliance with all applicable state and federal laws, rules, and regulations related to campus safety, and 3) ensuring that day-to-day security, public safety functions, and new initiatives are aligned with the College's Strategic Plan.

The Executive Director provides focus and attention to emergency management programs and goals, to include development and maintenance of key documents, emergency exercise and plans, training, response aspects and resources in accordance with regulatory compliance obligations and industry best practices. Serves as primary point of contact for emergency management, homeland security outreach and stakeholder engagement via outreach, training and education opportunities.

Examples of Duties

1. Plan, organize, control and direct the administration and management of College Safety services and programs including recruiting, training, evaluating staff, ensuring adequate scheduling and staffing coverage and maintaining an effective campus security program to safeguard the physical facility, students, faculty, staff and visitors at multiple college campuses. Ensure patrols, community policing and supervision of campus facilities, parking lots and grounds, and the enforcement of campus, parking and traffic rules and regulations.
2. Coordinate and direct communications, personnel and resources to meet evolving campus security needs and assure the well-being and safety of students, staff and visitors; confer with staff, administrators, outside agencies and the public regarding security operations and related needs and issues; direct activities to assure proper and timely resolution of security issues and conflicts. Monitor crime trends and implements crime prevention strategies. Estimate and assure adequate resources and personnel needed to meet College security needs; coordinate the purchase of

supplies and equipment as appropriate; initiate recruitment activities as needed; assist in coordinating emergency preparedness functions.

3. Perform complex technical work and administrative leadership in emergency preparedness and disaster planning. Develop plans and procedures using a combination of original and emergency management professional standards approaches/techniques to solve substantive, complex emergency preparedness, response, and recovery challenges.
4. Coordinate planning, development, and implementation of strategic initiatives and programs that strengthen the campus's ability to respond and recover from an emergency; assist in the development of plans and procedures. Evaluate and enhance the college's emergency preparedness in the coordination of the campus emergency operations plan (EOP), conduct campus EOP simulations, table-top exercises and ensure operational capacity for the college's emergency preparedness. Maintain records and conduct exercises in compliance with the Clery Act, and in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). Ensure the College is in full compliance with the Student Right-To-Know, Clery Act, VAWA, and Campus Security Act according to the federal law and California AB1094 amending section 67380 of the California Education Code.
5. Responsible for leading the development, maintenance, implementation, training, and documentation of the College's emergency management and response program across all campus locations in accordance with guidelines provided by NIMS and SIMS. Serve as the lead emergency management official for the College prior to, during, and after emergency incidents.
6. 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.
7. Develop and prepare the annual preliminary budget for security operations and activities; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. Institutes and maintains business record-keeping systems in compliance with standard business practices and ensure that the department functions within budget allocations. Prepare realistic and fiscally sound annual and special budgets to enable the department and college to achieve its objectives.
8. Act as a spokesperson and liaison with faculty, students, staff and visitors. Serve as a liaison between administrators, staff, law enforcement agencies, outside agencies and the public to assure proper enforcement of College, local and State laws, rules, policies and regulations; assure law enforcement, fire and medical agencies receive proper notification of crime and emergency-related situations.
9. Assure investigation of traffic accidents, thefts, vandalism and related incidents and provides written reports with recommendations for prevention

10. Serve as a liaison to local, state, federal law enforcement agencies concerning safety, security or law enforcement issues on the campuses. 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.
11. Supervise and evaluate the performance of assigned personnel involved in campus security operations, including security officers, dispatchers, the Director of Campus Safety and student employees; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work for compliance with established guidelines, requirements and procedures; assure employee understanding of College rules and regulations.
12. Plan, organize, control and direct the monitoring of campus parking lots, directing of traffic and enforcement of College parking and traffic rules and regulations; direct the issuing of citations and assure proper preparation of related paperwork; review citation appeals and resolve issues and conflicts related to traffic and parking in a proper and timely manner.
13. Maintain an ongoing knowledge of policies, procedures, laws, and ordinances pertaining to public safety on College campuses
14. Monitor the sex offender registry. Oversee enforcement of Federal regulations, 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. Support and promote Student Success initiatives and community services for students, faculty, staff, and guests of the College. Work with the Office of Student Life to ensure campus safety through Student Conduct related matters. Participate in the administration of student discipline functions as needed; attend and provide security for student disciplinary hearings as requested; retrieve students and provide security escort services as needed; prepare and follow up on reports of crimes on campus.
16. Serves as member of internal college committees as necessary.
17. Investigate and/or direct investigations of violations and crimes on campus and review any such reports. Provide technical expertise to the College regarding campus safety and security related matters. Approve all written reports of College officers for accuracy; initiate reports of investigations and other activities.
18. 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.

19. Testify in courts and hearings as required.
20. Respond to calls of danger and liability 24/7/365.
21. Perform related duties as assigned.

Minimum Qualifications

- Minimum of a Bachelor's degree in Criminal Justice or related field; (Master's degree preferred.)
- Graduate of a full time Municipal Police or a Special State Police academy
- Eight (8) to ten (10) years demonstrated experience working at college campus safety/law enforcement or functional equivalent, including four (4) years of supervisory experience.
- Emergency Management/Preparedness and Crisis Management experience required.
- Must have Incident Command Certification in ICS 100, 200, 300, 400, and IS 700 and 800, or obtain certification within two years of hire.
- Licenses and other requirements:
 - Possession of, or the ability to obtain, a valid California Driver's License
 - Possession of, or ability to obtain, appropriate CPR and First Aid certificates
 - Proof of completion of School Security course
 - Satisfactory completion of pre-employment physical assessment
 - Satisfactory completion of pre-employment drug testing
 - Sensitivity to and understanding of the diverse cultural, socioeconomic and ethnic backgrounds of college students and individuals with disabilities.

Knowledge and Abilities

- Knowledge of pertinent federal, state, and local laws, codes and regulations including California Vehicle Code, Penal Code, laws of arrest, search and seizure, education code, policy strategy, property protection, procedures of psychology and crowd control and emergency evacuation; laws pertaining to crime reporting, victim's rights, and public disclosure, including the Clery Act.
- Principles and practices of law enforcement and security; operational characteristics, services, and activities of law enforcement and security programs for community colleges.
- Principles of budget preparation and administration; principles of supervision and practices; and principles and procedures of record keeping and report writing.
- Ability to interpret and administer appropriate laws and regulations; administer security policies and activities; formulate procedures; prepare and administer a budget; work cooperatively within a team environment; work effectively with local,

state, and federal public service agencies; and work effectively and harmoniously with colleagues, students, and others.

- Must have a demonstrated attitude and record of service and concern for the well-being and safety of others.

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

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

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)