



Job Classification Description

D C O B L C A Y
C n n F

de
X M

BA C NC ON

To direct, manage and administer the College security, safety, and crime prevention operations.

C A R A C R C D R ON B L

- Plan, implement, supervise, coordinate, monitor, and evaluate the specific functions and services of the Public Safety Department, including operating policies, procedures and methods. Assist in developing and modifying services and procedures to meet institutional and community needs.
- Exercise full supervisory authority over Public Safety patrol and clerical staff, and a large student patrol and switchboard workforce. Plan and conduct training programs and staff meetings. Confer regularly with staff to plan and coordinate activities, assign and check work, assist with unusual or difficult situations, resolve problems, and the like. Plan staffing needs and work schedules.
- Assist in planning and requesting the department budget. Administer department and plan expenditures. Advise and recommend related capital expenditures.
- Carry out a variety of planning activities related to campus safety and security operations, such as developing contingency plans for handling emergency situations, planning security coverage for special events.
- Carry out a full range of security/safety operations and duties. Monitor operations assigned to security staff. Deal effectively with all security incidents.

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- Keep abreast of new developments/changes in fire and safety codes and standards, liability issues, and other matters relevant to department functions.

R / ON R C / D

Direction is received from the Dean of Students.

R / ON X R C / D

Administrative and functional supervision of four to seven staff members, as well as a large number of Public Safety patrol officers and night switchboard operators.

M N M M A L / C A / O N

Bachelor's degree in criminal justice or an Associates degree plus two to four years of relevant training and experience in law enforcement/security services, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of knowledge and skills related to college security, safety, law enforcement, and investigation. Ability to effectively investigate accidents, violations of College policies/rules/regulations an