

CAMPUS SAFETY MANAGER

DEFINITION

Under direction Of the Director of Public Safety and Emergency Preparedness, plans, organizes, directs and manages the Campus Safety operations and activities related to the campus safety and security of Yosemite Community College District; plans and administers district policies and procedures related to the Campus Safety operations, support for campus events and activities, manages personnel, coordinates annual campus safety programs, plans and directs security at events and normal campus safety operations and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the upper management level class of the Campus Safety Series within the Yosemite Community College District (YCCD). Positions in this class serve as managers for an assigned shift and/or area and also perform management-level operations, response and enforcement duties in support of campus safety operations.

This class can be distinguished from the lower level-class of Campus Safety Manager I because incumbents in that class perform the initial Management work. Campus Safety Manager II may act in lieu of the District Director of Campus Safety, Compliance and Emergency Preparedness in his/her absence.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the District Director of Campus Safety, Compliance and Emergency Preparedness.

Provides direct and indirect supervision and management of the Yosemite Community College District Campus Safety personnel in regards to Campus Safety Operations.

EXAMPLES OF DUTIES

- Manage, plan, organize, supervise and coordinate the Campus Safety operations and activities related to the district's Campus Safety Departments; plan and administer district policies and procedures related to the safety and security of college and district buildings, and support of campus events and activities.
- Provide leadership and coordination in Campus Safety operations and security of all district buildings.
- Manage department safety programs; effectively conduct safety training and meetings for Campus Safety staff.

- Effectively administer the campus safety needs through the use of campus safety software, alarms and camera systems.
- Develop work schedules; schedule overtime assignments; plan work activities; inspect work; recommend improved methods and changes, as appropriate.
- Assist in the training, coordination and scheduling of staff for all campus safety needs.
- Assists in managing annual campus safety contracts to service equipment and coordinate supplies and equipment orders.
- Assists in developing and updating the CEOP plan and operation of the district Emergency Operations Center plans as assigned.
- Establishes and monitors supply and equipment inventories for the department.
- Perform periodic inspections of campus safety equipment and district buildings to ensure a safe environment.
- Plan, develop, and schedule long-range facility cleaning and related maintenance programs.
- Receive and respond to emergency calls related to the Campus Safety Department and the needs of the Yosemite Community College District.
- Participate in scheduled meetings and projects as assigned.
- Prepare a variety of reports, records, files and correspondence related to campus safety functions; review completed contract work for acceptability; participate in the development of tasks and plans.
- Work cooperatively with all departments; establish and maintain effective work relationships with those contacted in the performance of required duties.
- Attend meetings; participate on committees and/or task forces as assigned.
- Perform other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work generally involves both indoor/outdoor work environments with some exposure to environmental extremes.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- Policies, procedures, equipment, materials and supplies related to campus safety and support for campus events and activities;

- Knowledge of Laws pertaining to the district, board policy and procedures of the Campus Safety department.
- Applicable safety and health regulations related to campus safety and security safe work procedures and practices;
- Computer applications, like computer aided dispatch and reporting systems related to the work and various applicable district software programs.
- Principles and practices of security services.
- Principles and practices of supervision and leadership; conflict resolution strategies, and problem-solving procedures.
- Human psychology as well as behavior modification strategies and techniques.
- Policies, rules, regulations, legal provisions concerning property protection, campus control, security, and appropriate student behavior.
- Methods of proper detention of persons and search of District facilities, college campus and adjacent areas.
- Crowd control procedures and the detection and identification of dangerous drugs and improper substances.

Ability to:

- Plan, organize, and direct a program of campus safety and security.
- Work with minimal supervision.
- Effectively supervise and train staff;
- Perform effective and efficient leadership functions in campus safety situations requiring tact, diplomacy, and good judgment.
- Lead and direct, track performance and retrain (when necessary) the work of subordinate staff.
- Make decisions based on an assessment of factual information and good judgment.
- Enforce campus rules and regulations, and applicable legal provisions.
- Perform security patrol, student supervision and crowd control services.
- Understand and carry out oral and written directions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with the educational community and public safety agencies.

Licenses and Certificates:

- A valid license to drive in California is required.
- Must possess and maintain a valid CPR and First Aid certificate.
- Must satisfactorily complete the training requirements of Education Code, Section 38001.5 within 3 months of appointment.
- Maintain licenses and certificates for all district issued equipment.

Physical and Mental Standards:

- **Mobility:** ability to ascend and descend ladders, stairs, scaffolding, and ramps; walk or stand for extended periods.
- **Dexterity:** must have a full range of motion in the upper extremities; ability to operate security equipment and devices.
- **Lifting:** frequent lifting, carrying, pushing, pulling, or otherwise moving objects up to 50 pounds; occasional lifting of objects up to 75 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including substantial public contact in stressful situations

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

Pattern I

- Experience: Five years equivalent to Campus Security Lead Officer at YCCD.

OR Pattern II

- Education: Associates degree
- Experience: Either 1) **Three** years managing security in an educational setting; **or** 2) Three years managing public or private security, military security, law enforcement or comparable services.
- Substitution: Completion of basic POST training may substitute for one year of the required experience.

Special Requirements:

- Must pass a background investigation, including reference checks and a state criminal history report, prior to the start of employment. The cost for the criminal history report will be the responsibility of the candidate.

Class Adopted: 7/22/2021

Class Amended: