

**DIRECTOR OF CAMPUS SAFETY****DEFINITION**

Under general administrative direction, plans, organizes, directs, manages, and oversees the district-wide Campus Safety operations, Compliance, and Emergency Management and Preparedness functions; including development, implementation, and maintenance of the District's Comprehensive Emergency Management Plan; and performs other duties, as assigned

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from an assigned administrator.

Provides direct supervision to the Campus Safety department and other administrative support staff.

**RESPONSIBILITIES:**

*Note: The primary worksite is at the MJC Campus Safety office, with weekly visits to Columbia College. District-wide responsibilities will be assigned from the following areas:*

**• EMERGENCY PREPAREDNESS:**

- Represent the district as the Emergency Preparedness Coordinator.
- Plan, organize, and direct the district emergency preparedness, general security, emergency medical services, crime prevention, and fire prevention.
- Communicate and cooperate with local and state law enforcement agencies to discuss security and law enforcement coordination on district facilities.
- Consult and work cooperatively with all other college divisions and departments in routine matters designed to ensure the safety and security of all individuals while on District property.
- Coordinate the completion of federal reporting requirements related to the Clery Act.
- Supervise and oversee the completion of various state and federal reporting requirements related to the local hazard mitigation plan, Drug Free Schools and Communities Act, California Safety Report, etc.
- Develop and maintain all emergency management and business continuity plans for the District; coordinate emergency simulations.
- Identify emergency management training needs, conduct vulnerability assessments and develop and implement comprehensive emergency management training programs; organize and implement conferences on emergency planning and preparedness.
- Oversee on-scene emergency response measures in accordance with the Incident Command Systems (ICS), National Incident Management System (NIMS), Standardized Emergency Management System (SEMS) and the District's Emergency Operations Plan (EOP).
- Apply for and assist in administering state, federal and local grants relating to homeland security and emergency preparedness.

- Serve as the District's representative for Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS), and other state and local homeland security and emergency preparedness policy-making bodies.
- Develop, implement and coordinate emergency preparedness drills such as adverse weather and fire.
  
- **PUBLIC SAFETY AND COMPLIANCE:**
  - Develop operational guidelines for the Campus Safety department.
  - Formulate and coordinate the implementation of District public safety goals and objectives.
  - Plan, organize, and direct the campus safety services of the colleges including facility security, parking and traffic control, safety, emergency medical services, crime prevention, and fire prevention.
  - Meet with community organizations and individuals to discuss parking and security related issues in surrounding neighborhoods.
  - Prepare and submit annual department plan and budget for assigned functions; review periodic budget reports to compare actual expenditures against proposed; authorize expenditures within approved budget.
  - Advise administrators and appropriate staff on public safety, security, parking and protective services provided by college programs and personnel.
  - Research state and federal laws, regulations, and guidelines regarding the implementation of homeland security programs, and ensure District compliance with such regulations
  - Interact and collaborate with college administration to ensure compliance and to build relationships that serve as the foundation for cooperation and open dialogue with and among the diverse groups of campus constituents.
  - Direct and participate in confidential and sensitive internal investigations as directed by an appropriate administrator. Review reports of investigations conducted by staff and recommend follow-up actions as appropriate.
  - Ensure that complaints, reports, and investigations are handled in accordance with the District policy and through prompt, consistent, and equitable practices and standards as per District policies.
  - Serve as liaison for the District and as a technical authority to relative to outside regulatory agencies, security and public safety affairs.

### **MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, 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.*

**Education and Experience:**

• **Pattern I:**

- **Education:** Bachelor's Degree from an accredited institution in a related field of study such as Administration of Justice, Criminal Justice, Law Enforcement, or Emergency Management.
- **Experience:** A minimum of five years of directly related experience.

**OR**

• **Pattern II**

- **Experience:** Ten years of law enforcement experience.

**Desired Qualifications:**

- Working knowledge of the local, state, and national regulations and guidelines as they pertain to emergency/disaster preparedness.
- Demonstrated comprehensive knowledge of current state and federal laws and regulations, practices and procedures.
- Proven ability to prepare and present detailed reports, educational programs, training, and assessment.
- Preferred experience in Community College or Educational agency with an integrated HRIS system or similar system in an educational environment.

**Knowledge of:**

- Working knowledge of National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).
- Practices and techniques to develop, implement, and direct standard operational procedures for district emergency preparedness and security.
- Student Right to Know Act (Clery Act)
- Drug Free Schools and Communities Act
- Campus Safety Report
- Necessary communication skills to work effectively in a culturally diverse environment;
- Effective employee safety precautions and procedures; employee safety laws and regulations.

**Ability to:**

- Develop and oversee standard operating procedures for emergency preparedness and compliance.
- Communicate effectively in both oral and written form; use appropriate and correct English, spelling, grammar, and punctuation; operate available technologies as administrative tools.
- Communicate effectively with staff, community, and state law enforcement officers.
- Train personnel in new concepts of district emergency preparedness, security, and compliance.
- Establish and maintain effective working relationships.
- Use good judgment in recognizing the scope of authority as delegated; analyze situations and make decisions on procedural matters without immediate supervision; analyze projects under pressure of time.

- Maintain the security and confidentiality of specified records and information; work effectively under stress.

**Licenses and Certificates:**

- Possession of a valid California Motor Vehicle Driver's License

**Physical and Mental Standards:**

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level; occasional activities requiring full body exertion.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** some heavy physical effort that may include frequent lifting or moving of heavy parcels, machines or equipment of 50 or more 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 some public contact; frequent deadlines and time-limited assignments.

*\*Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

**TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours on an on-call basis.
- Indoor/outdoor work environment with some exposure to environmental extremes.

*Class Adopted: 2026  
Class Amended:*