

DIRECTOR, CAMPUS SAFETY**DEFINITION**

Under general administrative direction, plans, organizes, directs and administers the district-wide Employee Safety Program as well as manages the Campus Security Department (non-sworn personnel) of Modesto Junior College and Central Services; ensures environmental health standards are met, accidents are thoroughly investigated and assists in emergency planning matters; oversees parking, patrol and safety on the MJC campus; conducts minor criminal offense and traffic investigations and performs other duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Vice-Chancellor – Human Resources.

Provides direct supervision to non-sworn safety and other technical staff, as assigned.

EXAMPLES OF DUTIES

- Plan, organize, and direct the campus security services of the college including facility security, emergency preparedness, parking and traffic control, safety, emergency medical services, crime prevention, and fire prevention.
- Supervise security department activities including issuance of parking and traffic citations, communications, vehicle operation and security for special events; meet daily with lead security personnel to discuss issues.
- Assist college and District departments in developing and maintaining the District's safety program
- Meet daily with safety specialist personnel to review status and issues related to District's illness and injury program; develop and implement prevention strategies for improvement to program.
- Arrange for periodic safety and health inspections and follow up to ensure necessary corrective action is completed.
- Coordinate needed repairs and modifications with the Facility and Operations Department and college administration.
- Arrange for regular employee safety training utilizing the services of trained safety professionals.
- Schedule regular hazardous chemical inventories.
- Monitor implementation of District safety programs including the Injury and Illness Prevention Plan (i.e. staff training, safety inspections, hazard abatement, and records maintenance.)
- Review injury and illness trends, may investigate work related accidents and recommend corrective action to prevent reoccurrence.
- Communicate and cooperate with local and state law enforcement agencies to discuss security and law enforcement coordination on district facilities.
- Supervise and conduct investigations of minor offenses and traffic violations occurring on campus.
- Coordinate the college's emergency procedure plans with state and local emergency response organizations.

- Interview, recommend, train, assign, supervise and evaluate security officers and other departmental staff.
- Prepare and submit annual departmental plan and budget for assigned functions; review periodic budget reports to compare actual expenditures against proposed; authorize expenditures within approved budget.
- Assume patrol responsibilities as necessary including patrol of buildings and facilities; issue citations; open and secure buildings; fingerprint; respond to alarms; and a variety of other duties.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- 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.
- Meet with community organizations and individuals to discuss parking and security related issues in surrounding neighborhoods.
- Check into inquiries regarding staff complaints.
- Supervise and oversee the completion of various state and federal reporting requirements related to student right to know issues and local hazard mitigation plans.
- Perform other related duties as assigned.

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.

MINIMUM QUALIFICATIONS

Knowledge of:

- Sound management and supervisory practices; human resource principles of performance management.
- Contemporary issues affecting law enforcement, security, emergency services; crime and fire prevention
- Principles, techniques and procedures of investigations; crowd control.
- Laws of arrest, search and seizure and Rules of Evidence.
- Necessary communication skills to work effectively in a culturally diverse environment;
- Effective employee safety precautions and procedures; employee safety laws and regulations.
- Methods, materials, and equipment required and utilized in the maintenance of a strong public safety program for the college.

Ability to:

- Organize and administer a campus security department and employee safety program;
- Communicate effectively with staff, community and state law enforcement officers;

- Evaluate the performance of subordinates; operate a vehicle observing legal and defensive driving practices; train personnel in new concepts of campus security and employee safety; 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;
- Communicate effectively in both oral and written form; use appropriate and correct English, spelling, grammar and punctuation; operate available technologies as administrative tools.

Licenses and Certificates:

Possession of valid California Motor Vehicle Operator'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.

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:

Education: Any combination of training and experience equivalent to four years of college level course work associated with the criminal justice system, public administration or related field.

Experience: A minimum of three years of successful law enforcement and/or campus security experience, in a leadership capacity.

Class Adopted: 3/1/09

Class Amended: XX-XX-XX