

PERALTA COMMUNITY COLLEGE DISTRICT – June 2023
CLASSIFIED MANAGEMENT JOB DESCRIPTION

ASSOCIATE DIRECTOR OF PUBLIC SAFETY
(Management Salary Range 2)
Job Code: 680

CLASS PURPOSE:

Under the direction of the Director of Public Safety, plans and coordinates the District-wide Public Safety initiatives to provide a safe educational environment for students and a safe working environment for employees.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Coordinates and plans with the District safety providers to ensure appropriate coverage and meeting District-defined standards of accountability and expectations in terms of service delivery, restorative justice principles, training, and de-escalation strategies and as well as reviewing such providers' documentation for licensing and other regulatory compliance for public safety.
- Provides guidance on organizational structure for the implementation of public safety activities and related scheduling of safety providers, daily activity reporting, dispatch services, the safety aid program, and ID badges at the Public Safety District Office.
- Coordinates updating the drafts of the district campus safety and security policies to maintain compliance with Title IV, Title IX, Kristin Smart Campus Safety Act, California Education Code 35294, and the Clery Act.
- Assist in implementing recommended safety and security policies and procedures identified in the FEMA Reference Manual and Emergency Management Institute IS-00360 documents to develop and help prioritize operational activities.
- Coordinating activities, as appropriate and identified by DGS, with those of the District's Health, Safety and Security Committee and consistent with the framework of Action Plan for Holistic Safety and Wellness with the objective of fostering constructive personal engagement between security vendors, students, faculty, staff, and administration.
- Coordinates the integration of appropriate security and safety measures related to the management and maintenance of district facilities.
- Understands basic security principles and practices with the competency to apply crime risk and safety hazard prevention techniques, methods, practices, and enforces district policies and procedures.

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- Monitors incoming and outgoing campus traffic at the public Safety; answers incoming calls to campus security and dispatches information by radio to field patrol units if necessary.
- Assists public service and safety representatives which include but not limited to fire, medical, and police with directions to emergency investigations and provide guidance with the ability to react effectively and efficiently in emergencies and make sound rational decisions while providing first responder support for fires and/or first aid needs.
- Ability to respond to fire, smoke detector, and security alarms. Detect problems and report accurate information to their immediate supervisors and/or appropriate staff as directed.
- Take appropriate steps to promote and sustain effective working relationships within a diverse multicultural environment.
- Responds to inquiries and complaints from the campus community and assists parties to resolve issues as appropriate.
- Willing to work varying shifts and flexible hours, including weekends and holidays. May be exposed to unpleasant social situations or hostile community response.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

1. A Bachelor's Degree from an accredited college or university in a related field and three (3) years of experience in related field.
2. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
3. Knowledge of public safety and procedures.
4. Evidence of the ability to work effectively as a team member with top-level management.
5. Evidence of successful working relationships with employees, managers, administrators and members of the community.
6. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

Knowledge, experience and understanding of the following:

- Implementation strategies, methods, and techniques pertaining to a community-based security model, featuring restorative-justice and non-lethal principles, and utilizing mental health services and counseling before traditional policing services are activated.
- Experience working on a college or university campus experience with, and understanding of, the shared governance decision making process that incorporates the input of all campus constituency groups.

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- Legal mandates, policies, regulations, operational procedures and best- practices pertaining to a community-based, non-lethal college security operation.
- Best practices for community-based security, operational safety standards and other relevant standards regarding ethical conduct of security staff.
- Practices, procedures, techniques, and strategies for determining operational effectiveness.
- Experience with the procurement of equipment, materials and supplies commonly utilized in a non-lethal security operation.
- Understand when to dispatch community-based security services (including mental health and/or counseling services), and when to dispatch traditional policing services.
- Effectively and efficiently plan, organize, and supervise the functions and activities of a comprehensive community-based security program.
- Coordinate and interface with mental health services providers, to develop effective programs that will serve the students, faculty, and staff in an effective and cost-effective manner.
- Plan, organize, assign, direct, and evaluate the functions and activities of a community-based security service organization.
- Accurately estimate operational time requirements, determine work performance standards, and evaluate based on those standards.
- Plan, organize, establish, and maintain an effective and efficient data management, storage and retrieval system.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions with minimal oversight by Supervisor.
- Establish and maintain effective organizational human relationships.

OR

- An equivalent combination of education and experience.

EXPERIENCE:

Five (5) years of increasingly responsible management or leadership experience in public safety, security, or law enforcement, ideally with demonstrated leadership experience/ability in a community-oriented public safety program. If primary experience is in traditional law enforcement, at least (2) years of management experience at the lieutenant level or higher. Experience in safety/security position in an academic setting with the specific competence in and knowledge of the issues outlined in the “Position Description” above. Formerly incarcerated or systems-impacted individuals are encouraged to apply.

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CERTIFICATE AND LICENSE REQUIREMENT:

Possession of a valid California Motor Vehicle Operator's License. Possession or eligibility to obtain a POST Management Certificate is optional.

DESIRABLE QUALIFICATIONS

A Master's Degree from an accredited college or university.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: N/A