

**PERALTA COMMUNITY COLLEGE DISTRICT – June 2023  
CLASSIFIED MANAGEMENT JOB DESCRIPTION**

**EXECUTIVE DIRECTOR OF PUBLIC SAFETY**

**(Management Salary Range 4)**

**Job Code: 685**

**THE POSITION**

Under the direction of the Vice Chancellor of General Services, the Ex. Director of Public Safety is a Security Services Leader that understands the nuances and intricacies of a community-based security model. The Ex. Director will oversee a non-lethal, non-traditional, mental health and restorative justice-oriented security ecosystem that proactively responds to challenges before traditional policing services are activated. The Ex. Director will manage community-based security service vendors, traditional private security firms, the student safety aide program (administered by the Merritt College Administration of Justice Program), and the Dispatching apparatus.

The Ex. Director will be tasked with creating a culture of personal engagement between security vendors and the students, faculty, staff, and administration that they serve. The Ex. Director will understand restorative justice principles and de-escalation techniques. They will encourage those that they manage to earn the trust of the college community by demonstrating particular sensitivity to communities of color, and those that have experienced the de-humanizing effects of institutional racism, oppression and willful neglect.

Additionally, the Ex. Director will approach security through a lens of community engagement, restorative justice, and respect. They will have, or be willing to gain, a familiarity with the District's many communities that encompass all forms of ethnic, cultural, religious, gender-identity, sexual orientation, political, philosophical, ability-disability and other forms of diversity. The Ex. Director will engage regularly and actively with the counseling, mental health and other related services that the District provides. The Ex. Director will actively engage with and be open to feedback from community groups, peer groups, neighborhood groups, student groups, and faculty, staff and administration. The Ex. Director will consider informal partnerships that may exceed the scope of traditional security services, building relationships that extend beyond the District's four college borders.

Daily tasks include planning, organizing, coordinating and directing the community-based security services operation. The Ex. Director will inspect, monitor, review and audit the safety services functions and activities; serving as a resource to College and District personnel regarding security service procedures. When necessary, the Ex. Director will serve as a liaison to external public safety organizations, and will perform other related functions as directed. This position may require occasional supervision at a college campus, and will require regular attendance at faculty and student meetings, as well as meetings with the College Presidents.

### **EXAMPLES OF ESSENTIAL DUTIES:**

Duties/essential functions may include, but not be limited to the following:

- Plans and organizes, coordinates and directs, the District's community-based security safety services operation.
- Determines and enforces operational policies, guidelines, and priorities, and approves schedules of consultants and staff members, with ongoing control of operational functions.
- Plans and coordinates activities for emergency preparedness, prevention, response, recovery, and mitigation throughout the District.
- Continually reviews legislative changes and legal mandates to ensure District compliance.
- Plans, organizes, develops and implements operational procedures to ensure adherence to a cost effective and cost beneficial operational mode, and to ensure that appropriate quality control and performance standards are maintained.
- Plans, organizes and supervises the development and maintenance of mid-and long-range security programs, including implementation and maintenance of a systematic data management, storage and retrieval system related to security.

- Plans, organizes and supervises an inspection program, and regularly reviews facilities and equipment to ensure that safety hazards are corrected and prevented.
- Reviews, approves, requisitions and orders operational supplies, materials and equipment.
- Plans, organizes, and participates in the District's budget planning process, and develops and implements the expenditure control processes.
- Counsels and advises college personnel regarding facility security, parking regulations and safety services related problems and concerns expressed by the PCCD community.
- Assists in the development of policies and procedures pertaining to community-oriented safety services operations, and provides communication forums for interior and exterior stakeholders.
- When required, assists subordinate personnel in resolving complex and unusual safety services addressing problems and concerns.
- Evaluates the performance of supervisory personnel, including the use of motivational strategies and techniques, with empathy and compassion, in order to ensure improved performance.
- Other duties as assigned.

## **MINIMUM QUALIFICATIONS**

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.
- 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.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, politics, philosophy, disability, and religious background of all students, faculty and staff.
- 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.

**EDUCATION:**

Bachelor’s degree from an accredited college or university.

**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.

## ENVIRONMENTAL DEMANDS

Occasional work performed alone  
Constant work around and with people

## PHYSICAL REQUIREMENTS

Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs

Occasional lifting and carrying up to 15 lbs.

Occasional pushing and pulling up to 20 lbs.

Occasional twisting of body

Occasional use of manual dexterity

Occasional use of tactile acuity

Occasional use of visual acuity from a distance, with depth, and for color

Frequent work at a rapid pace

Frequent reaching, high, low, and level

Frequent audio acuity at all ranges, including speech

Frequent visual acuity for reading

Constant sitting

Constant use of clear oral communication

## TOOLS AND EQUIPMENT USED

Standard Office Equipment.