



**JOB TITLE:** Chief of Security  
**PAY GRADE:** CS 18  
**LAST REVISED:** 12/08/2015

## Job Description

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

### **SUMMARY DESCRIPTION**

Under general direction of the Vice President, Administrative Services, manages all aspects of security planning and operations for the District including day-to-day security activities, parking enforcement, and emergency planning and response.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assumes management responsibility for security on all district campuses, emergency planning and crisis response, security operations and activities including parking enforcement. Liaisons with local police departments and emergency service agencies. .
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures; enforces all approved District policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for assigned staff and contract security workers; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff and contract workers to identify and resolve problems.
5. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates training, as appropriate; works with employees to correct deficiencies; meets with contract workers to discuss issues and/or concerns; takes appropriate action as necessary and appropriate to maintain levels of service needed for the District.
6. Oversees and participates in the development and administration of the annual budget for assigned area(s); participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
7. Working collaboratively with local law enforcement Officer in Charge, manages and oversees enforcement of applicable laws on District premises; develops and oversees crime prevention strategies; coordinates with appropriate faculty to facilitate student participation in campus law enforcement.
8. Enforces contract(s) with private security companies to patrol district property and enforce applicable District rules and regulations.

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9. Develops and oversees implementation of District crime prevention strategies; coordinates with appropriate faculty to facilitate student participation in campus safety and crime prevention.
10. Serves as Incident Response Team Coordinator; responds to emergencies on District premises, providing assistance and coordinating emergency personnel; coordinates emergency services provided by external agencies in conformity with District policies and procedures; participates in District disaster preparedness training.
11. Responsible for the review and assessment of parking and security, facilities and equipment. Responsibilities include identifying equipment and facilities needs and coordinating with the VPA and/or shared governance (as appropriate) in the recommendation and scheduling of repairs and/or replacement of departmental facilities and equipment.
13. 12. Provides responsible staff assistance to assigned administrator; conducts a variety of investigations, organizational and operational studies; recommends modifications to programs, policies, and procedures as appropriate. Oversees records maintenance, records or crime data, incident, property, and collision reports, and records of parking, and other district citations; submits required reports to appropriate outside agencies; and reports crime statistics and security information as required by the Clery Act.
14. Attends and participates in professional group meetings; maintains awareness of new trends and developments related to assigned areas including campus security, parking programs, and college residence life; incorporates new developments as appropriate into programs.
15. Performs related duties as required.

### **QUALIFICATIONS –**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Operational characteristics, services, and activities of law enforcement and security programs for community colleges
- Principles and practices of law enforcement and security.
- Principles and practices of program development and administration.
- Pertinent federal, state, and local laws, codes and regulations including Vehicle Code, Penal Code, and Education Code.
- Laws pertaining to crime reporting, victim's rights, and public disclosure, including the Clery Act.
- Methods and techniques of public relations.
- Principles of business letter writing and basic report preparation.
- Principles and procedures of record keeping.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Occupational hazards and standard safety practices.
- English usage, spelling, grammar, and punctuation.

#### **Ability to:**

- Oversee and participate in the management of comprehensive community college security program. diverse services areas including campus security, parking operations, and residence life.

Liaison with local emergency services agencies.  
Oversee, direct and coordinate the work of lower level staff.  
Select, supervise, train, and evaluate staff.  
Participate in the development and administration of goals, objectives, and procedures.  
Prepare and administer large program budgets.  
Prepare clear and concise operational and financial reports.  
Maintain a variety of files and records and prepare comprehensive reports.  
Provide immediate first aid in emergency situations.  
Plan and organize work to meet changing priorities and deadlines.  
Work cooperatively with other departments, District staff and outside agencies.  
Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the unit.  
Respond tactfully, clearly, concisely and appropriately to inquiries from the public, District staff or other agencies on sensitive issues in area of responsibility.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, analyze, and evaluate new service delivery methods and techniques.  
, Interpret and apply federal, state, and Board policies, procedures, laws, and regulations.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines –**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in law enforcement or a related field.

**Experience:**

Five years of increasingly responsible law enforcement experience including two years of administrative and supervisory responsibility.

License or Certificate: Possession of an appropriate, valid driver's license.

Possession of an appropriate, valid C.P.R. Certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT –**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:**

Work is performed in a dynamic environment that may change rapidly from a standard office setting to emergency environment with travel from site to site; exposure to all types of weather and temperature conditions, and potentially hostile environments.



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### **Physical:**

Primary functions require sufficient physical ability and mobility to change work locations rapidly; to work in an office setting or travel to off-site setting; to stand or sit for prolonged periods of time; to frequently walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

### **Vision:**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

### **Hearing:**

Hear in the normal audio range with or without correction.