

**SAFETY AND SECURITY MANAGER**  
**Cerro Coso College**  
**Kern Community College District**  
**JOB DESCRIPTION**

## **Definition**

Under direction of the Vice President, Finance and Administrative Services, the Campus Safety and Security Manager plans and manages all functions concerning campus safety and security including providing a safe and secure environment for students, staff, visitors, and property. The Manager shall plan, develop, implement, and monitor campus safety, parking and security operations. The Manager shall develop and implement a comprehensive emergency management plan for the College. The Manager shall develop and maintain positive public relations with students, staff, faculty, administrators, and the college community. The Manager shall promote a culture of safety and reporting on the college campuses

## **Examples of Duties**

1. Develop, plan, organize, and direct activities related to the campus safety and security operations. Supervise and coordinate department planning and operations; personnel supervision, including development and evaluation of all support staff.
2. Develop, manage, and oversee the emergency preparedness and recovery plans, operations, and procedures for the College according to California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS); Serve on the Emergency Operations Center (EOC).
3. Responsibility to coordinate emergency response activities, including emergencies involving medical situations, hazardous materials and natural disasters. Ensure campus is prepared for emergency responses including maintaining current Emergency Action Plan, emergency boxes, and first aid kits.
4. Participate in all campus disaster preparedness activities, coordinate campus emergency drills, manage and coordinate central dispatch and communications in time of disaster and implement the Campus Disaster Plan.
5. Respond to incidents and emergencies on campus; review all documented campus injury reports and refer appropriately; assist in the investigation of industrial accidents; promote adherence to established safety procedures; conduct safety assessments within College departments; conduct safety training; conduct campus awareness programs and presentations on safety, security, and crime prevention.

6. Responsible for gathering statistics for the federally mandated compliance of the Jeanne Clery Act.
7. Investigate and/or direct investigations of violations and crimes on campus; may assist the Title IX Coordinator with investigations or handle investigations of Title IX violations, if the Title IX Coordinator is unavailable.
8. Acts as a liaison with outside law enforcement agencies; cooperate with local law enforcement agencies in the prevention, control and investigation of illegal activities affecting College personnel, students, and facilities.
9. Manage and oversee security guard patrol procedures, including any contracted services related to campus safety and security. Develop all in-house and contracted work schedules for safety and security.
10. Establish and maintain periodic inspection program of building and facilities to assure compliance with applicable fire, safety, security codes and regulations.
11. Responsible for the enforcement of California Vehicle Code, Penal Code, Education Code, Labor Code, Kern Community College District and College regulations on the campus and other facilities used by the College
12. Coordinate preventative measures to early identify potential for violence or crimes involving college students or staff.
13. Manages the College's parking program(s), including research and analysis of data, recommendations for and planning of parking facilities, resolution of security and funding issues, and enforcement of laws, regulations, and procedures. Formulate and implement parking appeals procedures.
14. Develop, implement, and maintain effective traffic control processes in coordination with Maintenance & Operations Director.
15. Prepare and file safety, criminal, traffic, incident, and other departmental reports.
16. Manage and/or participate in district and college safety committee and facilities meetings, as necessary. Prepare progress reports on campus safety and security concerns.
17. Conduct budget preparation and administration. Prepare realistic and fiscally sound annual budgets.
18. Responsibility for review and return for correction, if appropriate, written reports of College officers for accuracy; initiate reports of investigations and other activities.
19. Perform related duties as assigned.

## Minimum Qualifications

Bachelor's Degree from an accredited college/university preferably in a teaching or service area, with course work in safety, public service, or a related field **AND** two (2) years of supervisory responsibility in campus safety, law enforcement, or a combination of safety and law enforcement

**OR**

Associates Degree from an accredited college/university preferably in a teaching or service area, with course work in safety, public service, or a related field and four (4) years of experience in campus safety, law enforcement, or a combination of safety and law enforcement. **AND** two (2) years of supervisory responsibility in campus safety, law enforcement, or a combination of safety and law enforcement. (Equivalency to Education: Experience will be converted on the basis of two years related experience is equal to one year of education.)

**AND**

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Licenses and other requirements:

- Possession of, or the ability to obtain, a valid California Driver's License
- Possession of, or ability to obtain, current Guard Card
- Possession of, or ability to obtain, appropriate CPR and First Aid certificates
- Possession of, or the ability to obtain, School Security Officer Certification SB1626
- Satisfactory completion of pre-employment physical assessment
- Satisfactory completion of pre-employment drug testing

## Knowledge and Abilities

- Mission of the California Community Colleges and community college programs.
- Knowledge of and ability to interpret pertinent federal, state, local, and district laws and ordinances including applicable sections of the California Penal Code, California Vehicle Code, State Education Code, Jeanne Clery Act, health and safety code, business and professional standards, and laws pertaining to the use of force.
- Knowledge of public disaster preparedness including Incident Command System.
- Knowledge of procedures of psychology and crowd control and emergency evacuation, and investigative techniques and practices.
- Knowledge of investigative techniques and principles and procedures of record keeping and report writing.
- Principles of budget preparation and administration.
- Principles of supervision and practices.
- Effective oral and written communication techniques.

- Ability to interpret appropriate laws and regulations; administer security policies and activities; formulate procedures;
- Ability to work cooperatively within a team environment and maintain effective working relationships.
- Ability to work effectively with local, state, and federal public service agencies.
- Ability to interpret the CSEA (Classified School Employee Association) contract.

## Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1  
Occasional—25-50 percent = 2

Often—51-75 percent = 3  
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

## Status/Rationale

This is a classified administrator position.

## Signatures/Approval

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)