

Assistant Director, College Safety
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

Under the direction of the Executive Director of College Safety the Assistant Director, College Safety, serves as the second in charge, and an alternate Emergency Operations Center (EOC) Director for the college. The Assistant Director's day to day responsibility is the oversight of patrol operations. As such, the Assistant Director is responsible for the overall management, supervision and training of all college safety officers and the coordination of all College Safety Training Programs. The Director will also serve as the college's lead Clery Act coordinator.

Examples of Duties

1. Assist the Executive Director with the management of the Department of College Safety. Develops, directs, motivates, and evaluates departmental personnel to help:
 - Collectively achieve the department's mission
 - Achieve their individual goals
 - Lead to employees' growth and accountability for their actions.
2. Manage, plan, prioritize, assign, and supervise the work of staff involved in college safety operations, including college safety officers, professional staff, student cadets, and the bicycle patrol program.
3. Assist the Executive Director with budget development and administration. Prepare realistic and fiscally sound annual and special budgets to enable the Executive Director of College Safety to achieve department objectives.
4. Ensure that the department functions within budget appropriations.
5. Establishes and maintains a working environment conducive to positive morale, individual styles, quality, creativity, and teamwork.
6. If required, respond to and supervise 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.

Acts as the lead Clery Act coordinator and facilitates the completion of all Clery mandated activities including submission of the college's Annual Security Report.

7. 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.

Example of Duties (continued):

8. Testify in courts and hearings as required.
9. Investigate and/or direct investigations of violations and crimes on campus.
10. Prepare, or cause to be prepared and filed, safety, criminal, traffic, incident, and other departmental reports.
11. Participate in all campus emergency preparedness, coordinate central dispatch and communications in time of emergency and implement the Emergency Response Plan.
12. Prepare progress reports on campus safety and security concerns.
13. Review all documented campus injury reports and refer appropriately.
14. Ensure the College is in full compliance with the Student Right-To-Know and Campus Security Act according to the federal law and California AB1094 amending section 67380 of the California Education Code.
15. Assists in the investigation of industrial accidents; promote adherence to established safety procedures; conduct safety assessments within College departments; conduct safety training.
16. Responsibility to coordinate emergency response activities, including emergencies involving medical situations, hazardous materials and natural disasters.
17. Responsibility to establish patrol procedures and surveillance.
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. Supervise and coordinate the management of lost and found property.
20. Responsibility to supervise shifts of regular officers.
21. Perform related duties as assigned.

Minimum Qualifications

- A Bachelor's Degree from an accredited college/university or the equivalent.
- At least (4) years of experience in law enforcement, campus safety, or a related field, including (2) years of supervisory experience. Licenses and other certifications including Incident Command System (ICS)

Example of Duties (continued):

- Possession of, or the ability to obtain, a valid California Driver's License
- Possession of, or ability to obtain, current Guard Card by time of hire
- Possession of, or ability to obtain, appropriate CPR and First Aid certificates
- Completion of School Security course within 6 months of employment
- Satisfactory completion of pre-employment physical assessment
- Satisfactory completion of pre-employment drug testing
- Sensitivity to and understanding of the diverse cultural, socioeconomic and ethnic backgrounds of college students and individuals with disabilities.

Knowledge and Abilities

- Knowledge of California Vehicle Code, Penal Code, laws of arrest, search and seizure, education code, policy strategy property protection, procedures of psychology and crowd control and emergency evacuation; principles of budget preparation and administration; principles of supervision and practices; and principles and procedures of record keeping and report writing.
- Ability to interpret appropriate laws and regulations; administer security policies and activities; formulate procedures; prepare and administer a budget; work cooperatively within a team environment; work effectively with local, state, and federal public service agencies; and work effectively and harmoniously with colleagues, students, and others.
- Must have a demonstrated attitude and record of service and concern for the well-being and safety of others.

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

Working Conditions (continued):

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)