

January 2019

**SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION: CLASSIFIED**

**CLASS TITLE: DIRECTOR SECURITY,  
SAFETY, & EMERGENCY  
RESPONSE**

**SALARY TABLE: 30**

**SALARY RANGE: 155**

**BASIC FUNCTION:**

Under the direction of the Vice President, Business Services, plan, organize, control and direct security, safety, and emergency readiness and response operations including training and compliance; activities including the patrol and supervision of campus facilities, parking lots and grounds, and the enforcement of campus, parking and traffic rules and regulations; coordinate and direct communications, personnel and resources to meet campus security needs and assure the well-being and safety of College students, staff and visitors; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Plan, organize, control and direct security operations and activities including the patrol and supervision of campus facilities, parking lots and grounds, and the enforcement of campus, parking and traffic rules and regulations; establish and maintain security time lines and priorities; collaborate and coordinate security activities with law enforcement agencies as needed.

Coordinate and direct communications, personnel and resources to meet campus security needs and assure the well-being and safety of College students, staff and visitors; confer with staff, administrators, outside agencies and the public regarding security operations and related needs and issues; direct activities to assure proper and timely resolution of security issues and conflicts.

Oversee and manage emergency response services to ensure ongoing compliance with emergency preparedness regulations, protocols, procedures, and laws; ensure ongoing readiness for all aspects of emergency/disaster preparedness and response and develop emergency preparedness procedures for the campus. Design, plan and conduct readiness and response training for safety marshals, drills and exercises, interface with local police, fire and disaster agencies and those organizations responsible for emergency planning and response.

Plan, develop, and implement strategic initiatives that strengthen the campus's ability to respond and recover from an emergency.

Perform complex technical work in emergency preparedness and disaster planning. Develop plans and procedures using a combination of original and emergency management professional standards

approaches/techniques to solve substantive, complex emergency preparedness, response, and recovery challenges.

Plan, develop, and maintain a comprehensive all-hazards emergency operations plan including hazard specific appendices and functional annexes for both natural and human-cause identified campus hazards. Coordinate with campus units on preparedness and planning initiatives; guides, instructs, motivates, assists, and facilitates the emergency management activities of all departments; assists departments with creating, reviewing, updating, and fulfilling departmental planning efforts; and track progress, create reports, and coordinates emergency management efforts throughout the campus. Direct and manage a campus-wide network of the Building and Emergency Management Safety Marshal Program.

Interact with various municipalities, police, fire, hazardous materials (hazmat) teams and other emergency preparedness, representing the District to build local, state, and national partnerships to support the Emergency Management program; identify, develop, and maintain Memorandums of Understanding (MOUs) with planning and response partners.

Serve as a liaison between administrators, staff, law enforcement agencies, outside agencies and the public to assure proper enforcement of College, local and State laws, rules, policies and regulations; assure law enforcement, fire and medical agencies receive proper notification of crime and emergency-related situations.

Provide activation, direction and coordination of the Emergency Operations Center (EOC), including coordinating Mutual Aid with outside agencies, providing status reports to Chancellor and Executive Policy Group, County of Santa Barbara and State of California, and de-activation of EOC and transition to recover phase. Writes and updates manuals and procedures.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work for compliance with established guidelines, requirements and procedures; assure employee understanding of College rules and regulations.

Monitor and evaluate College operations and activities to identify security needs and issues; adjust activities to meet security needs; direct and participate in the investigation and assure proper and timely resolution of unusual, suspicious or criminal activities; assist with student and staff conflicts as needed.

Plan, organize, control and direct the monitoring of campus parking lots, directing of traffic and enforcement of College parking and traffic rules and regulations; direct the issuing of citations and assure proper preparation of related paperwork; review citation appeals and resolve issues and conflicts related to traffic and parking in a proper and timely manner.

Provide consultation to administrators, personnel, outside agencies and the public concerning security operations, activities and related functions; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related services, schedules, standards, requirements, practices, needs, goals, objectives, rules, regulations, policies and procedures.

Assist in the coordination planning, development, and implementation of strategic initiatives that strengthen the campus's ability to respond and recover from an emergency; assist in the development of plans and procedures.

Perform complex technical work in emergency preparedness and disaster planning. Develop plans and procedures using a combination of original and emergency management professional standards approaches/techniques to solve substantive, complex emergency preparedness, response, and recovery challenges.

Estimate and assure adequate resources and personnel needed to meet College security needs; coordinate the purchase of supplies and equipment as appropriate; initiate recruitment activities as needed; assist in coordinating emergency preparedness functions.

Develop and prepare the annual preliminary budget for security operations and activities; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Direct and participate in the preparation and maintenance of a variety of narrative and statistical records, logs and reports related to crimes, security incidents, citations, permits and assigned activities; review subordinate records, reports and paperwork to assure accuracy and completeness.

Provide technical information and assistance to the Vice President of Business Services regarding security activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Participate in the administration of student discipline functions as needed; attend and provide security for student disciplinary hearings as requested; retrieve students and provide security escort services as needed; prepare and follow up on reports of crimes on campus.

Operate a variety of security equipment including a two-way radio and electric cart; utilize standard office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend, conduct and participate in a variety of meetings as assigned; prepare and deliver oral presentations concerning security operations and activities as required.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Diverse academic, socioeconomic, cultural, ethnic, and other varying attributes of community college students.

Planning, organization and direction of security operations and activities including the patrol and supervision of campus facilities, parking lots and grounds, and the enforcement of campus, parking and traffic rules and regulations.

Emergency preparedness and response services, strategies, protocols, laws, and related training programs.

General investigative and law enforcement practices.

College campus, parking and traffic rules and regulations.

Crowd and traffic control techniques.

Practices, procedures and defensive tactics involved in security work.

College District organization, operations, policies and objectives.

Required resource, equipment and personnel levels to meet College security needs

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Appropriate safety precautions and procedures.

**ABILITY TO:**

Effectively work in a cultural rich and diverse environment and embrace equity-minded practices. Plan, organize, control and direct security operations and activities including the patrol and supervision of campus facilities, parking lots and grounds, and the enforcement of campus, parking and traffic rules and regulations.

Ensure ongoing readiness for all aspects of emergency/disaster preparedness and response.

Develop and implement mandated safety and disaster preparedness programs.

Coordinate and direct communications, personnel and resources to meet campus security needs and assure the well-being and safety of College students, staff and visitors.

Supervise and evaluate the performance of assigned personnel.

Collaborate and coordinate security activities with law enforcement agencies.

Direct and participate in the investigation and assure proper and timely resolution of unusual, suspicious or criminal activities.

Adjust activities to meet security needs and coordinate and direct response to College security issues and problems.

Direct the issuing of parking and traffic citations and assure proper preparation of related paperwork.

Assure proper and timely resolution of security issues and conflicts.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work and prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in law enforcement or related field and six years increasingly responsible law enforcement or security, safety, and emergency response experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.

Seasonal heat and cold or adverse weather conditions.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Seeing to monitor campus activities and read a variety of materials.

Hearing and speaking to exchange information.

Walking to inspect campus activities.

**HAZARDS:**

Potential physical hazards involved in intervening in anti-social, illegal and violent behavior.

Contact with dissatisfied or abusive individuals.