



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

PUBLIC SAFETY DIRECTOR/CHIEF

A Classified Supervisory Position (Exempt)
Grade 196E – Salary Schedule 35

A. General Statement

The Public Safety Director/Chief performs professional management-level work related to planning, directing, managing, and overseeing the activities and operations of the District's Department of Public Safety and the Office of Emergency Management, including law enforcement, criminal investigations, crime prevention, fire prevention, disaster responses, emergency preparedness, parking permits and parking enforcement, general community support services, and related support services. The Public Safety Director/Chief coordinates activities with other departments and outside agencies and provides highly responsible and complex administrative support to the Vice Chancellor of Facilities Planning, Maintenance & Operations and Public Safety. Public contact is extensive, and involves students, staff, outside law enforcement and other agency representatives, and the general public for the purpose of providing policy and procedural enforcement. A high degree of independent judgment and creativity are required to resolve both minor and major problems that arise. Consequences of errors in judgment can impact the safety of persons and the security of property, and can also result in loss of employee time. The Public Safety Director/Chief supervises the work of Department of Public Safety staff, other staff, and student assistants as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Assumes management responsibility for all Department of Public Safety services and activities
2. Manages the development and implementation of departmental goals, objectives, and priorities
3. Recommends and administers policies and procedures; establishes, within District policy, appropriate service and staffing levels
4. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures and allocates resources accordingly
5. Assesses and monitors workload, administrative and support systems, and internal reporting relationships
6. Identifies opportunities for improvement
7. Directs and implements changes
8. Plans, directs, and coordinates, through subordinate level staff, the Department of Public Safety's work plan; assigns projects and programmatic areas of responsibility
9. Reviews and evaluates work methods and procedures

10. Meets with key staff to identify and resolve problems
11. Oversees all phases of parking enforcement, permit machines, citations and appeals
12. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures
13. Oversees and participates in the development and administration of the department budget
14. Approves the forecast of funds needed for staffing, equipment, materials, and supplies
15. Approves expenditures and implements budgetary adjustments as appropriate and necessary
16. Oversees the acquisition and maintenance of department equipment and vehicles
17. Maintains safety standards for personnel and equipment
18. Provides staff assistance to the Vice Chancellor of Facilities Planning, Maintenance & Operations and Public Safety
19. Prepares and presents staff reports and other necessary correspondence
20. Attends meetings as required; represents the District and Department of Public Safety to other departments, elected officials, and outside agencies, County and State Offices of Emergency Management (OEM) and County Health Department
21. Coordinates assigned activities with those of other departments and outside agencies and organizations
22. Responds to and resolves difficult and sensitive citizen inquiries and complaints; explains, justifies, and defends department programs, policies, and activities
23. Negotiates and resolves sensitive and controversial issues
24. Participates on a variety of District committees
25. Serves as the District's representative to committees and community organizations concerned with improvements in law enforcement and fire services, public education, and departmental public relations
26. Attends and participates in professional group meetings
27. Maintains awareness of new trends and developments in the field of law enforcement, crime prevention, fire suppression, fire prevention, and related support services; incorporates new developments as appropriate
28. Ensures Department of Public Safety representation on all campus CARES committees
29. Responds to police and/or fire emergencies or community disasters on District property
30. Oversees the District's Office of Emergency Management
31. Coordinates with the Office of Emergency Management on emergency/disaster response, training, exercises, equipment procurement and implementation of the Emergency Operations Center (EOC)
32. Performs other related duties as assigned

C. Requirements

- A combination of education and experience equivalent to a Bachelor's degree from an accredited institution in administration of justice, political science, police science, behavioral science, business or public administration, or a closely related field
- Basic P.O.S.T. Certificate or equivalent required
- Ten (10) years of successful work experience of increasing responsibility in law enforcement or security services that has included at least two years of management and supervisory responsibility
- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff
- Skill in training, supervising, and evaluating the work of others
- Demonstrated skills in oral communication, including persuasive communication and giving clear, concise instructions
- Demonstrated skill in written communication
- Completion of Emergency Management Institute courses IS 100, IS 200, IS 700, and IS 800

- Skill in the use of a variety of computer software to compose and prepare data analysis, reports, summaries, correspondence and other materials
- Possession of an American Red Cross First-Aid and Cardiopulmonary Resuscitation (CPR) certificate
- Possession of a California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle to off-campus locations

D. Preferred

- Possession of an Advanced P.O.S.T. Certificate

E. Physical/Other Requirements

Primary functions require sufficient physical ability and mobility to work in an office setting and to participate in emergency response situations; to walk, stand, or sit for prolonged periods of time; to occasionally 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; travel to various locations; operate and use specialized vehicles and equipment; and to communicate to exchange information.

F. Knowledge, Skills & Abilities

1. Knowledge of the operations, services, and activities of a comprehensive public safety program, including law enforcement, crime prevention, fire suppression, fire prevention, emergency medical services, disaster preparedness, code enforcement, and associated programs, services, and operations
2. Knowledge of advanced principles and practices of program development and administration
3. Knowledge of law enforcement theory, principles, and practices and their application to a wide variety of services and programs, including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and crime prevention
4. Knowledge of fire science theory, principles, and practices and their application to a wide variety of emergency service operations, including fire suppression, fire prevention, fire investigation, and emergency medical response
5. Knowledge of the principles and practices of emergency management, response, and recovery
6. Knowledge of operational characteristics of police and fire apparatus and equipment
7. Knowledge of recent court decisions and how they affect department operations
8. Knowledge of methods and techniques of public relations
9. Knowledge of pertinent federal, state, and local laws, codes, and regulations
10. Knowledge of law enforcement and security service resources available in San Mateo County
11. Skill in directing and guiding the actions and movements of others to assure safety and security in emergency, crowd control, or other situations that arise
12. Skill in oral communication, including skill in giving clear and concise instructions and directions
13. Skill in setting up and maintaining detailed and confidential computer and manual records
14. Skill in communicating respectfully, tactfully, diplomatically, and sensitively with people who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds and political beliefs
15. Skill in using a variety of computer software to format and prepare correspondence, memoranda, reports, bulletins, and other printed materials
16. Skill in written communication
17. Skill in First Aid and in Cardiopulmonary Resuscitation techniques and procedures
18. Skill in training, directing, and evaluating the work of others
19. Ability to lead and to work cooperatively as part of a customer-service team