

Cuesta College

Director of Police and College Safety Services

Closing Date: 9/2/2010

Position Summary: Under direction of a senior administrator, plan, develop, direct, and coordinate activities of the Police and College Safety Services Department and perform other related duties as assigned.

The Director of Police and College Safety Services serves as the Chief of Police for the District and is the administrator of the District's emergency planning process, environmental and health and safety programs, and related training.

Qualifications: The Director of Police and College Safety Services is distinguished by the requirement to provide a safe environment by also serving as the Chief of Police for the District. This position, through education, safety services, patrol services, and enforcement develops activities centered on safety. The college safety services department also provides the District's Emergency Program and Environmental Health and Safety Program processes.

Incumbents in this position promote institutional effectiveness by ensuring that District facilities are a safe and secure learning and working environment for all students, faculty, staff, and the community.

Education:

Required

- Bachelor's Degree in a related field to the position.

Preferred

- Master's Degree in a related field to the position.

Experience:

Required

- Six (6) years of experience in law enforcement or public safety work, preferably in a governmental or educational institution, including three (3) years in supervisory or lead capacity.

Or relevant combination of education and experience.

Knowledge of:

- Principles and techniques of leadership, management, and training;
- Laws, rules, and regulations including laws of arrest, search, seizure, misdemeanors, and felonies;
- Appropriate codes;
- Law enforcement procedures, safety, and security methods as they relate to public institutions;
- Report writing and record keeping techniques.

Special Requirements Upon offer into position:

- Successful completion of medical and psychological evaluations;
- Pass an in-depth background investigation.

License and Certificates:

Required

- Meet P.O.S.T. minimum employment standards;
- Possess P.O.S.T. Supervisory Certificate;
- Valid driver's license and eligible to obtain a California driver's license upon hire;
- Valid Red Cross Standard First Aid and Cardiopulmonary Resuscitation Certificate (eligible to obtain upon hire);
- Eligible to qualify for a P.O.S.T. Management Certificate within the first year of employment.

Essential Functions:

- Oversee program and curriculum development for the District's Environmental Health and Safety Programs;
- Facilitate training of faculty and staff in accordance with establish regulations as outlined in the in the chemical hygiene plan and blood borne pathogens;
- Develop and teach classes to District employees and others regarding Environmental Health and Safety Programs and hazardous waste management;
- Serve as Safety Liaison Officer to external entities such as but not limited to Peace Officer Standards and Training (P.O.S.T.) or other related agency;
- Direct, supervise, and oversee the delivery of appropriate Safety Service Program instruction for the District;
- Direct the development, revision, and evaluation of the Safety programs to include the Five-Year Master Plan;
- Coordinate, develop, maintain, and implement program, District and state policies, rules and regulations related to Police and College Safety Services;
- Provide leadership in the preparation of statistical reports, backup documentation and oversee the maintenance of records required by law;
- Coordinate annual program review reports to ensure and maintain the quality of the program;
- Responsible for development, maintenance, and training of emergency planning and response and hazardous material training, storage, disposal procedures, emergency training;
- Recommend and administer department budget;
- Monitor expenditures from the current year's approved budget;
- Consult with administration concerning expenditure needs outside the budget and all income-producing activities or projects;
- Develop and present budget reports;
- Select, train, supervise, and evaluate the work performance of classified staff in the department;
- Develop and coordinate work schedules to provide maximum coverage for College facilities and activities;
- Develop, maintain, and update the District's emergency response plans, procedures, documents, and training;
- Supervise the processing of traffic citations and the collection of citation fines;
- Develop, implement and maintain an efficient traffic/parking control work plan and evaluate annually for effectiveness;
- Develop and maintain appropriate policies and procedures relevant to safety and law enforcement responsibilities;
- Develop and coordinate building and general campus signage and maps;
- Oversee inspections and replacement of campus fire extinguishers;

- Coordinate response for medical emergencies effecting students, staff, and the campus community;
- Maintain and secure the campus lost and found property;
- Investigate criminal activity, accidents, and other incidents that occur on campus;
- Maintain liaison with law enforcement jurisdiction in the District on matters involving students and in the development of joint programs of crime prevention;
- Coordinate college safety services with facility users (special security, door unlocking and locking facility access, traffic;
- Work in cooperation with Student Services regarding student disciplinary matters;
- Serve on District's standing committees as assigned;
- Assist in handling public and private grievances;
- Report and maintain criminal records information as required by State and Federal Law;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
- Establish and maintain cooperative working relationships with faculty, staff, students, and others contacted;
- Perform other related duties as assigned.

Special Instructions to Applicants:

Other Document - Please provide a list of 5 individuals who can provide a professional reference addressing your supervisory, training, planning and emergency preparedness skills. Please include contact information and indicate your professional relationship with each individual. These individuals will not be contacted unless you are a finalist for this position.

Provide valid copies of the following:

P.O.S.T. Secondary Transcript

Valid Drivers License. Must be able to obtain a California drivers license upon hire.

If you have any questions or have difficulty with providing any of the required documents, please call Human Resources as soon as possible.

Posting Number: 0600113

Position Type: Full-Time

Salary: \$6,605 - \$8,028 Monthly

For complete announcement or to apply, please visit:

<http://apptrkr.com/150568>