



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Assistant Director of Campus Safety		
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input checked="" type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
RANGE:	30		
HOURS PER DAY:	Up to 8		
HOURS PER WEEK:	Up to 40		
MONTHS PER YEAR:	Up to 12		
REPORTS TO:	Director of Campus Safety or designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Assistant Director of Campus Safety reports to the Director of Campus Safety, assisting the Director in managing the daily operations of all Campus Safety Department activities and services. The Assistant Director provides support with the supervision, direction, and management of the operations of the Campus Safety Department, including staff, programs, and services. The incumbent assigns, directs, and reviews the work of subordinate officers and leads in the performance of their duties. Employees in this classification operate with minimal supervision within a broad framework of policies and procedures.

TYPICAL DUTIES

Examples of typical duties are descriptive and not restrictive in nature.

- Under the guidance of the Director of Campus Safety, help plan, develop, and implement safety/emergency management programs.
- Assume command of all areas of Campus Safety in the absence of the Director.
- Manage the daily operations of the Campus Safety Department.
- Ensure completion of all department functions including safety patrol and incident response, report management, Internal/External complaint processing, vehicle maintenance, and equipment issuance/repair.
- Oversee and ensure compliance with supply and evidence room functions in support of department personnel and operations.
- Lead and/or participate in hiring committees, including interviewing and recommending candidates for hire and promotion to the Director.
- Represent the college internally, as well as externally, to community partners, governmental agencies, and the general public.
- Assist the Director in the developing the Department's strategic plan.
- Review the Department's operational performance and make service improvement recommendations.
- Provide supervision and overall personnel management of the Campus Safety

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Department.

- Provide and facilitate services for the prevention of illegal, unsafe, or undesirable activity from occurring on college properties and during college activities.
- Provide enforcement of all City, State, and Federal laws as they apply to keeping order at the college's properties and during college activities.
- Render service to the college in accordance with Department policies and procedures.
- Maintain and resolve issues related to management of electronic programs assigned by the Director.
- Resolve all parking complaints and issues.
- Perform other job-related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Codes and regulations affecting the college's plans and programs.
- Principles and practices related to criminal, civil law, and disaster planning.
- Principles of emergency management exercise development and evaluation.
- Incident Command System (ICS), National Incident Management System (NIMS), and the California Standardized Emergency Management Systems (SEMS) principles and practices.
- Current best practices in Campus Safety Department operations and procedures.

Ability to:

- Analyze problems, identify alternatives, and implement solutions.
- Communicate effectively, both orally and in writing.
- Exercise independent judgment; make sound decisions using all available information, especially under stressful conditions.
- Oversee and coordinate multiple persons and events; develop and conduct trainings.
- Assume control during security and safety incidents or other appropriate situations.
- Establish and maintain effective working relationships with City, County, and Federal agencies, community groups, and fellow employees.
- Promote a working environment supporting teamwork and shared accountability within the Campus Safety Department and with external college departments.
- Learn and implement new methods for providing safe, secure educational environments.
- Learn from errors, determine appropriate corrective action, and prevent repeated occurrences.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socio-economic, cultural, ethnic, and disability

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backgrounds.

- Work independently with little or no supervision.

QUALIFICATIONS

Education/Experience Required:

- Associate Degree in Administration of Justice, Police Science, or a related field or an equivalent combination of experience, training, and education with at least five years sworn experience in law enforcement including supervisory experience; or, 10 years sworn experience in law enforcement, including a minimum of three years supervisory experience.
- Bachelor's Degree Preferred.

Certifications Required or Preferred:

- P.O.S.T. basic, intermediate, and supervisory certificates (or current eligibility).
- Equivalent out of state certificates similar to P.O.S.T. basic, intermediate, and supervisory certificates may be acceptable.
- Certifications in NIMS 100, 200, 300, 400, 700, and 800 preferred.

Other Required Qualifications:

- A valid California Class "C" driver's license or equivalent at time of appointment.
- A valid CPR card.
- Meet the physical requirements necessary to safely and effectively perform job duties to include patrolling on foot, running, and operating bicycles and motor vehicles.
- Meet the psychological standards required of a sworn officer.

APPROVALS

Date Created/Revised: 7/2/2018
 Cabinet Reviewed: 7/2/2018
 Board Approved: 7/11/2018

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)