

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR, SECURITY AND EMERGENCY PREPAREDNESS

BASIC FUNCTION

The Director, Security and Emergency Preparedness is a Classified Supervisor of the Desert Community College District and reports to the Vice President, Administrative Services. In addition, the nature of the Director's responsibilities and authority requires liaison, communication, and collaboration with the District's Leadership Group.

The Director of Security and Emergency Preparedness provides administrative direction and leadership to the District's Security Department employees in ensuring readiness for the prevention and investigation of security breaches and/or criminal events and ongoing training requirements and assessment of the effectiveness of the security force to meet its stated objectives. The Director will also develop and implement the District's emergency preparedness program and maintain ongoing policy and management liaison with officials in the federal, state, local public safety services and/or emergency services agencies. The Director will play a leadership role in the District's response to any emergency situation.

REPRESENTATIVE DUTIES

1. Plan, organize, staff, lead and manage college security, parking, and emergency preparedness activities according to District standards and regulations. *E*
2. Advise administrators and appropriate staff on security and protective services provided by college programs and personnel. Organize and conduct related in-service training, seminars and workshops. *E*
3. Develop operational guidelines for the District Security Department. *E*
4. Formulate and coordinate the implementation of District safety goals and objectives. *E*
5. Direct and participate in confidential and sensitive internal investigations as directed by the Vice President, Administrative Services. Review reports of investigations conducted by staff and recommend follow-up actions as appropriate. *E*
6. Recommend and develop District safety, security and emergency preparedness programs and standard operating procedures. Research and report to administration on legislation, issues and trends in college security laws and practices. *E*
7. Develop, prepare and manage the District security and emergency preparedness annual budgets. Authorize expenditures in accordance with established district guidelines. *E*
8. Develop an emergency preparedness plan based on the California Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS). Develop and maintain a manual of operational procedures. Provide regular training on SEMS and NIMS. Identify and analyze existing and potential hazards and dangers to students, staff and the public in the event of a major disaster, civil unrest, acts of violence by groups or individuals and make plans for various levels of response. Coordinate emergency preparedness procedures with District staff. *E*
9. Work closely with law enforcement and fire services personnel in the Coachella Valley on crime prevention and the apprehension of those who commit crimes against students, employees, District property or equipment. Establish a cooperative traffic enforcement program with local police departments. *E*
10. Survey all District sites to assess conditions and recommend improvements in safety and security for all employees, students, faculty, visitors and District assets. *E*
11. Analyze and respond to various District sites in emergencies and determine appropriate actions. Maintain at the ready an Emergency Command Center (ICC), including an Emergency Operations Center and an alternate site from which designated personnel will direct and control operations during an emergency. Alert key personnel in the event of an emergency. Direct the maintenance and installation of emergency communication systems. *E*
12. Establish and serve as liaison and consult with disaster service agencies such as the State Office of Emergency Services and law enforcement and fire, building and parks and recreation departments of municipalities within the District's service area. *E*
13. Secure technical and financial assistance available through state and federal programs and district business partnerships. *E*

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14. Maintain current techniques in emergency response and changes in laws affecting emergency management measures. Communicate news and information regarding emergency preparedness to District personnel by means of appropriate media and other related duties as assigned by the Vice President, Administrative Services. *E*
15. Select, train, supervise, and evaluate the performance of assigned staff; recommend transfers, reassignments, discipline, terminations, promotions and other personnel actions as appropriate. *E*
16. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year. *E*
17. Conduct and attend meetings as necessary; participate on committees including the Crisis Intervention Team; represent the District at regional meetings. *E*
18. Seek and participate in professional development activities. *E*
19. Other duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: California laws, codes and ordinances used in law enforcement; organization, work management and personnel supervision; basic concepts of behavior; crime prevention techniques; modern safety and protective procedures and equipment; leadership principles and traits; public relations and community organizations and local government; public disaster preparedness organizations, plans and communications search and rescue, including triage and the Incident Command System and Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS); emergency communications techniques including equipment and its use; diverse cultural, ethnic, socioeconomic, and academic backgrounds of college students, staff and community and individuals with disabilities.

Ability to: Direct and supervise personnel performing assigned functions relating to security, parking, and emergency preparedness; analyze situations accurately and adopt an effective course of action; design and direct training of the Security Department personnel and designated emergency response personnel; direct activities which prevent crimes; prepare clear, concise oral and written reports; make presentations before groups; operate radio equipment; establish and maintain effective relationships with community organizations, the public and representatives of other governmental agencies; interpret and apply appropriate laws, regulations and policies; communicate clearly and concisely, both orally and in writing; relate effectively to persons of varied academic, cultural, ethnic, ability, and socioeconomic backgrounds using diplomacy and tact.

EDUCATION AND EXPERIENCE

Any combination equivalent to: A bachelor's degree in a law enforcement or related field from an accredited college or university and five (5) years of professional law enforcement experience, which must include direct supervision and/or management responsibilities in the last three (3) years. Some familiarity with community college campus organizational structure, culture, and security and emergency preparedness needs.

LICENSES AND OTHER REQUIREMENTS

At time of application, the following are required: Possession of a Basic POST certification and a California POST Supervisory and Management course certificate, or equivalent. Possession of a CPR and First Aid certificate (may be obtained within sixty (60) days after employment. A valid California driver's license; must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Environment: Indoor and outdoor work environment. Be available on-call to respond to emergency situations. Driving a vehicle to conduct work as necessary. Travel to District's sites required. Requires some evening and weekend responsibility.

EMPLOYMENT STATUS

Classified Supervisor

Leadership Salary Schedule VIII Approved 11/2008

E: Essential functions of the job.