

Public Safety Director/Chief

San Mateo County Community College District

Posting Number: 20141041S

Department: Public Safety DIST (DEPT)

Location: District Office

Position Number: 1C0233

Percentage of Full Time: 100%

FLSA: Exempt (does not accrue overtime)

Months per Year: 12

If other, please specify:

Salary Range:

Note:

Min Salary: \$156,528 (annual)

Max Salary: \$198,312 (annual)

Position Type: Administrative/Supervisory Positions

Who We Are:

The San Mateo County Community College District is committed to achieving educational equity for all students. As outlined in the District's Strategic Plan, "success, equity, and social justice for our students are longstanding goals." The District's <https://www.smccd.edu/strategicplanning/> is focused on "Student Success, Equity and Social Justice." We provide students with a rich and dynamic learning experience that embraces differences — emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders. When you join our team at San Mateo County Community College District, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, classified staff, administration, students and community partners.

The College and the District:

The San Mateo County Community College District is home to Cañada College, College of San Mateo, and Skyline College. All three of our colleges are designated as Hispanic Serving Institutions enrolling approximately 33,000 students each academic year. San Mateo County Community College District has a diverse student population that is a reflection of the communities that it serves. Detailed information about the student population, including data related to student success, can be found on the <https://www.smccd.edu/factbook>

Who We Want:

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional educational community. The successful candidate will be an equity-minded individual committed to collaborating with faculty, classified staff, administration, students and community partners who are also committed to closing equity gaps. The San Mateo County Community College District seeks employees who value mentorship and working in a collegial, collaborative environment, guided by a commitment to helping all students achieve their educational goals.

The Position:

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.

Duties and 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

Minimum Qualifications:

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

Physical 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.

Equivalence to Minimum Qualifications:

Knowledge, Skills and 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

Preferred Qualifications:

Benefits:

Benefits include paid holidays, vacation and sick leave. The District pays all or a portion of monthly medical plan premiums (depending on the coverage) and pays all of the monthly dental and vision plan premiums for employees and eligible dependents. Additional paid benefits include life insurance, salary continuance insurance, and an Employee Assistance Program. Classified employees participate in the Public Employees' Retirement System, a defined-benefit retirement plan through the State of California. Optional tax-deferred 403(b) and 457 retirement plans are also available.

Open Date: 03/02/2021

First Review Date: 03/23/2021

Close Date:

Open Until Filled: Yes

Special Instructions Summary:

Required Application Materials

All applicants are required to submit:

1. A completed online District application form (go to <https://jobs.smccd.edu> to complete the application and to apply for this position).

2. A resume that details all relevant education, training, and other work experience.

3. A cover letter of no more than 3 pages that addresses the applicant's 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 as well as the applicant's qualifications as

they relate to the requirements, knowledge, skills, and abilities listed in this announcement.

Candidates for interview will be selected from among those who most closely meet the requirements and knowledge, skills and abilities. Meeting the minimum qualifications does not guarantee an interview. As part of the interview process, candidates may be asked to demonstrate job-related knowledge and skills.

For questions related to this posting, please contact:

SMCCCD Office of Human Resources
3401 CSM Drive, San Mateo, CA 94402
Tel.: (650) 574-6555
Fax: (650) 574-6574
Web Page: www.smccd.edu/hr

Conditions of Employment:

Prior to employment, the selected candidate will be required to complete the following:

1. Submit official transcripts (applies to all faculty or educational administrative positions)
 2. Submit verifications of prior employment
 3. Satisfactory references
 4. Successfully being cleared for employment through the background checking process
- In addition to background checks, the District may review publicly available information about a candidate on the Internet. If a candidate is aware of incorrect or inaccurate information that is available on the Internet, the candidate is welcome to address such an issue with the Office of Human Resources.

5. Present original documents for proof of eligibility to work in the United States
6. Approval of your employment by the SMCCCD Board of Trustees
7. Provide a certificate of Tuberculosis exam for initial employment.
8. Have fingerprints taken by a Live Scan computer (Clearance must be received prior to first day of employment). Please note that the California Education Code requires, in part, that community college districts shall not employ or retain in employment persons in public school service who have been convicted of certain felonies, a misdemeanor drug charge (including alcohol offenses) or misdemeanor moral turpitude (sexual offense) crime. However, consideration may be given to those whose drug convictions occurred more than five years ago. A conviction for other crimes may not necessarily disqualify you from the job for which you may be applying.

EEO Statement:

The San Mateo County Community College District is an Equal Opportunity Employer that seeks to employ individuals who represent the rich diversity of cultures, language groups, and abilities of its surrounding communities.

Accommodations:

Applicants who have disabilities may request that special accommodations be made in order to complete the selection process. Accommodation request forms and a copy of the Americans with Disabilities Act applicant procedures are available in the Office of Human Resources.

Annual Security Report:

San Mateo County Community College District's (SMCCCD) 2020 Annual Security Report (ASR), required by the Clery Act, includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by SMCCCD; and on public property within, or immediately adjacent to and accessible from SMCCCD. Our 2020 Annual Security Report also outlines various campus safety and security policies, such as those concerning crime reporting, prevention and response to sexual and gender violence, alcohol and drug use, crime prevention, emergency response and evacuation procedures, and other matters. The 2020 Annual Security Report also includes important tips to help every member of the community remain safe and avoid becoming a victim of crime. The 2020 <https://www.smccd.edu/publicsafety/2020%20SMCCCD%20Annual%20Security%20Report.pdf> is now available. You can also obtain a copy of this report by contacting the Department of Public Safety at the District Office or any of the three Campuses (650) 738-7000.

To apply, visit: <https://apptrkr.com/2172745>

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<https://www.jobelephant.com/jeid-5a4ae42a2695a24a9b6e32badc1d2bd9>