

January 2019

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE:MANAGER, SECURITY AND SAFETY

SALARY TABLE: 30

SALARY RANGE: 144

BASIC FUNCTION:

Under the direction of the Director, Security, Safety, and Emergency Response, prioritize, organize, and supervise security operations and activities including the patrol and supervision of campus facilities, parking lots and grounds, access to areas controlled by electronic lock system/ electronic doors. and the enforcement of campus, parking and traffic rules and regulations; assist in coordinating and directing communications, personnel and resources to meet campus security needs and assure the well-being and safety of College students, staff and visitors; supervise and evaluate the performance of assigned personnel. Support Emergency Response duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and supervise security operations and activities including the patrol and supervision of campus facilities, parking lots and grounds, and the enforcement of campus, parking and traffic rules and regulations; establish and maintain security time lines and priorities; collaborate and coordinate security activities with law enforcement agencies as needed.

Assist in coordinating and directing communications, personnel and resources to meet campus security needs and assure the well-being and safety of College students, staff and visitors; confer with staff, administrators, outside agencies and the public as needed regarding security operations and related needs and issues; supervise activities to assure proper and timely resolution of security issues and conflicts.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work for compliance with established guidelines, requirements and procedures; assure employee understanding of College rules and regulations.

Identify and report to Director campus security needs and issues; adjust staff activities to meet security needs; direct and participate in the investigation and assure proper and timely resolution of unusual, suspicious or criminal activities; assist with student and staff conflicts as needed.

In conjunction with the Director, coordinate access to areas controlled by electronic lock system/electronic doors; assist with emergency lockdowns as needed; control issuance of hard keys.

Organize and direct the monitoring of campus parking lots, directing of traffic and enforcement of College parking and traffic rules and regulations; direct the issuing of citations and assure proper preparation of related paperwork; review citation appeals and resolve issues and conflicts related to traffic and parking in a proper and timely manner; oversee issuance of parking permits; collect money received in meters and handle as directed.

In the absence of or at the direction of the Director, serve as a liaison between administrators, staff, law enforcement agencies, outside agencies and the public to assure proper enforcement of College, local and State laws, rules, policies and regulations; assure law enforcement, fire and medical agencies receive proper notification of crime and emergency response situations.

In the absence of or at the direction of the Director, provide consultation to administrators, personnel, outside agencies and the public concerning security operations, activities and related functions; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related services, schedules, standards, requirements, practices, needs, goals, objectives, rules, regulations, policies and procedures.

Ensure minor repairs and maintenance is performed on department vehicles and electric carts, parking signs, meters and citation machines, electronic locks/doors, cameras and alarm systems.

Assist in the coordination planning, development, and implementation of strategic initiatives that strengthen the campus's ability to respond and recover from an emergency; assist in the development of plans and procedures. Coordinate the purchase of supplies and equipment as appropriate; initiate recruitment activities as needed.

Participate in the preparation and maintenance of a variety of narrative and statistical records, logs and reports related to crimes, security incidents, citations, permits and assigned activities; review subordinate records, reports and paperwork to assure accuracy and completeness.

Participate in the administration of student discipline functions as needed; attend and provide security for student disciplinary hearings as requested; retrieve students and provide security escort services as needed; prepare and follow up on reports of crimes on campus.

Operate a variety of security equipment including a two-way radio, electric cart, cameras, alarm systems, parking meters, citation machines; utilize standard office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend, conduct and participate in a variety of meetings as assigned; prepare and deliver oral presentations concerning security operations and activities as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of security and safety operations and activities including the patrol and supervision of campus facilities, parking lots and grounds, and the enforcement of campus, parking and traffic rules and regulations.

Diverse academic, socioeconomic, cultural, ethnic, and other varying attributes of community college students.

General investigative and law enforcement practices.

College campus, parking and traffic rules and regulations.

Crowd and traffic control techniques.

Practices, procedures and defensive tactics involved in security work.

College District organization, operations, policies and objectives.

Electronic security systems and access plans.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Appropriate safety precautions and procedures.

ABILITY TO:

Effectively work in a cultural rich and diverse environment and embrace equity-minded practices.

Plan, organize, and supervise security operations and activities including the patrol and supervision of campus facilities, parking lots and grounds, and the enforcement of campus, parking and traffic rules and regulations.

Coordinate and direct communications, personnel and resources to meet campus security needs and assure the well-being and safety of College students, staff and visitors.

Supervise and evaluate the performance of assigned personnel.

Collaborate and coordinate security activities with law enforcement agencies.

Direct and participate in the investigation and assure proper and timely resolution of unusual, suspicious or criminal activities.

Adjust activities to meet security needs and coordinate and direct response to College security issues and problems.

Oversee minor repairs and maintenance on related department tools and equipment.

Operate electronic security systems.

Direct the issuing of parking and traffic citations and assure proper preparation of related paperwork. Assure proper and timely resolution of security issues and conflicts.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree and four years increasingly responsible law enforcement or security experience, including one year in a lead or supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Seasonal heat and cold or adverse weather conditions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and to perform minor repairs and maintenance on related tools and equipment.

Sitting or standing for extended periods of time.

Seeing to monitor campus activities and read a variety of materials.

Hearing and speaking to exchange information.

Walking or running to inspect campus activities and respond to emergencies.

HAZARDS:

Potential physical hazards involved in intervening in anti-social, illegal and violent behavior.

Contact with dissatisfied or abusive individuals.