

**Director, Campus Security**  
**Bakersfield College**  
**Kern Community College District**  
**JOB DESCRIPTION**

## **Definition**

Reporting to the Vice President, Academic Affairs, and Vice President, Student Services, the Director, Campus Security, is responsible for overall planning supervision and coordination of the Public Safety Training Programs and the Campus Security force.

## **Examples of Duties**

1. Supervise the administration and management of the Department of Public Safety. Allocates, directs, motivates, and evaluates departmental personnel to help:
  - Achieve their individual goals
  - Collectively achieve the department's mission
  - Lead to employees' growth and accountability for their actions.
2. Administer, plan, prioritize, assign, and supervise the work of staff involved in campus security operations, including campus guards, security officers, student cadets, and the bicycle patrol program.
3. Conduct budget preparation and administration. Prepare realistic and fiscally sound annual and special budgets to enable the chief of campus security to achieve department objective.
4. Ensure that the department functions within budget appropriations.
5. Establishes and maintains a working environment conducive to positive morale, individual styles, quality, creativity, and teamwork.
6. If required, respond to and supervise enforcement of California Vehicle Code, Penal Code, Education Code, Labor Code, Kern Community College District and College regulations on the campus and other facilities used by the College.
7. Acts as a liaison with outside law enforcement agencies; cooperate with local law enforcement agencies in the prevention, control and investigation of illegal activities affecting College personnel, students, and facilities.

### Example of Duties (continued):

8. Testify in courts and hearings as required.
9. Investigate and/or direct investigations of violations and crimes on campus.
10. Prepare, or cause to be prepared and filed, safety, criminal, traffic, incident, and other departmental reports.
11. Participate in all campus disaster preparedness, coordinate central dispatch and communications in time of disaster and implement the Campus Disaster Plan.
12. Prepare progress reports on campus safety and security concerns.
13. Review all documented campus injury reports and refer appropriately.
14. Ensure the College is in full compliance with the Student Right-To-Know and Campus Security Act according to the federal law and California AB1094 amending section 67380 of the California Education Code.
15. Assists in the investigation of industrial accidents; promote adherence to established safety procedures; conduct safety assessments within College departments; conduct safety training.
16. Responsibility to coordinate emergency response activities, including emergencies involving medical situations, hazardous materials and natural disasters.
17. Responsibility to establish patrol procedures and surveillance.
18. Responsibility for review and return for correction, if appropriate, written reports of College officers for accuracy; initiate reports of investigations and other activities.
19. Supervise and coordinate the management of lost and found property.
20. Responsibility to supervise shifts of regular officers.
21. Perform related duties as assigned.

### **Minimum Qualifications**

- Master's Degree from an accredited college/university or the equivalent, preferably in a teaching or service area, with course work in safety, public service, or a related field.
- Experience in campus safety, law enforcement, or a combination of safety and law enforcement, including two (2) years of supervisory responsibility.
- Licenses and other requirements:

### Example of Duties (continued):

- Possession of, or the ability to obtain, a valid California Driver's License
- Possession of current Guard Card
- Possession of, or ability to obtain, appropriate CPR and First Aid certificates
- Proof of completion of School Security course
- Satisfactory completion of pre-employment physical assessment
- Satisfactory completion of pre-employment drug testing
- Sensitivity to and understanding of the diverse cultural, socioeconomic and ethnic backgrounds of college students and individuals with disabilities.

## **Knowledge and Abilities**

- Knowledge of California Vehicle Code, Penal Code, laws of arrest, search and seizure, education code, policy strategy property protection, procedures of psychology and crowd control and emergency evacuation; principles of budget preparation and administration; principles of supervision and practices; and principles and procedures of record keeping and report writing.
- Ability to interpret appropriate laws and regulations; administer security policies and activities; formulate procedures; prepare and administer a budget; work cooperatively within a team environment; work effectively with local, state, and federal public service agencies; and work effectively and harmoniously with colleagues, students, and others.
- Must have a demonstrated attitude and record of service and concern for the well-being and safety of others.

## **Working Conditions**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1  
Occasional—25-50 percent = 2

Often—51-75 percent = 3  
Very Frequent—76 percent and above = 4

Working Conditions (continued):

<b>Ratings</b>	<b>Essential Physical Requirements</b>
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

**Status/Rationale**

This is a classified administrator position.

**Signatures/Approval**

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)