

## College of the Redwoods

## Position Description

Position: Manager, Public Safety	Position Number:
Department: Office of Administrative Services	FLSA: Exempt
Reports to: Vice President, Administrative Services	Salary Grade: 123

### **Summary**

Manage the Public Safety Department. Responsible for the supervision of the Public Safety Officers. Works collaboratively and in conjunction with all campus divisions and departments to ensure safety across the District. Under the supervision of the Vice President of Administrative Services, manages district-wide safety protocols, including protocols related to unforeseen safety concerns, such as global pandemics. Accountable for preparation and administration of resources necessary to ensure sufficient public safety officers for day-to-day operations for campus safety. Under the close guidance of the VP of Administrative Services, ensure safe response to emergencies. Prepares annual reports; insures adherence to and compliance with federal and state laws related to safety and security, including the Cleary Act.

### **Essential Duties and Responsibilities**

- Manage the day-to-day operations of the College's Public Safety Officers.
- Ensure that public safety officers have adequate training, or receive remediation training as necessary.
- Oversee parking enforcement.
- Assist the District in ensuring current emergency preparedness plans and documentation.
- Oversee routine safety inspections on grounds and facilities.
- Support the planning and execution of program review and assessment of the Public Safety department.
- Oversee the use and operation of department equipment, supplies, vehicles, and uniforms.
- Send out routine logistical reports related to safety.
- Coordinate with public safety officers and other college personnel in order to serve as a liaison to the Behavioral Intervention Team.
- Carry out emergency response protocols to address safety and wellness.
- Evaluate emergency response protocols on an ongoing basis to ensure effectiveness for employees and students.
- At the pleasure of the President/Superintendent, serve as a lead on the Emergency Oversight Committee.
- Secure training opportunities for public safety officers for continued growth in the pursuit of safety, such as through trainings for emergency response tactics and self-defense.

### **Qualifications**

#### **Knowledge and Skills**

This position requires professional knowledge in a higher education setting. Requires the ability to supervise and work well with a diverse group of staff. Requires professional language and writing skills to produce reports and correspondence. Requires a working knowledge of office practices, procedures and equipment. Requires leadership skills and abilities, including participatory management skills and budget management.

**Abilities**

Ability to supervise, coordinate and perform various tasks associated with the position. Develop a strong team that contributes to the growth of students, faculty and staff. Contribute positively to the Vice President of Administration leadership team. Maintain effective working relationships with student, faculty, staff and administrators, community agencies and the ability to provide direction and motivation to service staff. Identify, analyze, initiate and complete tasks. Evaluate programs and services. Select, supervise, train and evaluate staff. Adapt to change.

**Physical Abilities**

Requires ability to operate a personal keyboard computer. Requires visual acuity to read words, numbers and speaking and hearing to communicate in person or over the phone.

**Education and Experience**

An Associate's Degree from an accredited institution and at least one year supervising classified employees in a professional setting and resource management. Additional experience may substitute for higher education.