

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CAMPUS SAFETY MANAGER

BASIC FUNCTION:

Under the direction of an assigned supervisor, the Campus Safety Manager is responsible for the overall protection of life and property at Imperial Valley College. The Campus Safety Manager will be leading and coordinating the College's safety program and emergency preparedness efforts to comply with federal and state regulatory requirements. This position will also be responsible for conducting investigations of complaints in regard to safety, OCR Title IX, violations of District policies, student code of conduct, sexual harassment and discrimination.

EXAMPLES OF DUTIES:

- Develop, assess, revise and maintain the Campus Emergency Preparedness Plan.
- Implement all phases of the Emergency Preparedness Plan in accordance with the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) guidelines and serve as the expert for emergency operation, training, and coordination at Imperial Valley College.
- Plan and coordinate emergency preparedness exercises and drills.
- Supervise, direct, and evaluate Campus Safety and Parking Control Department staff and student workers.
- Oversee campus security.
- Provide strategic planning for college-wide emergency management and the coordination of college plans with broader regional emergency frameworks as needed.
- Conduct, track, and document district wide safety training for employees.
- Oversee the District's hazardous material and hazardous waste program. Provide related training.
- Develop, implement, and evaluate the District's Illness and Injury Prevention Plan, Blood Born Pathogen Plan, Hearing Conservation Plan, and other plans related to safety programs as required.
- Maintain and report appropriate security and safety statistics in compliance with federal and state laws.
- Participate as a member of the campus Facilities, Environmental Health, & Safety Committee, and appropriate college-wide committee membership.
- Monitor traffic and parking violations including issuing warnings and maintaining appropriate documentation.
- Establish and maintain partnerships with appropriate local, state and federal law enforcement, emergency responders, safety officials and other government agencies.
- Assist in the preparation and management of the Campus Safety and Parking Control Department budget, including college-wide safety and emergency management fiscal needs.
- Document and follow-up on all accident and theft related reports.
- In collaboration with the Title IX Coordinator, Deputy Title IX Coordinator and the Office of Human Resources develop and/or administer on-going training, education

materials, resource guides, and communications related to Title IX policies and procedures.

- Assist in the development and implementation of policies and procedures related to Title IX and safety, including maintaining and updating the Title IX web page and safety information.
- Conduct campus investigations involving alleged violations of Title IX, Board Policies, Administrative Procedures, Student Code of Conduct, and safety incidents. Report investigation findings to appropriate administrator. Prepare and submit Cleary Report as required.
- Review and ensure that the college's policies, procedures, protocols and practices are in compliance with Title IX, non-discrimination, and safety regulations and make appropriate recommendations.
- Lead efforts across all divisions of the campus to ensure compliance with statutory and regulatory requirements as they relate to Title IX, Jean Cleary Act, and VAWA laws and regulations, as well as related federal and state laws.
- Ensure disclosure of mandatory reports to the campus community, prospective students and the general public.
- Prepare the annual statistical report on the number, nature, location and disposition of complaints, identifying patterns and making recommendations.
- Participates in professional development and training.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and/or experience in community education, community liaison, campus or school safety or related activities.
- Excellent presentation skills, interpersonal skills, and training skills.
- Excellent project management skills.
- Ability to identify and develop written safety and security procedures.
- Excellent oral and written communication skills.
- Ability to work extended or odd hours and travel on minimum notice for unexpected events or emergencies.
- Ability to lead, supervise, evaluate, and train employees.
- Knowledge of current practices, federal and state laws and regulations, and District policies related to this job.
- Experience conducting and managing investigations.
- Investigation interviewing experience and advance analytical skills.
- Experience writing fact finding reports.
- Ability to work with sensitive and stressful situations in a professional, respectful and confidential manner.
- Good organizational skills and attention to detail.
- Ability to manage competing priorities simultaneously.
- Ability to interact, collaborate and partner with a diverse population of individuals at all levels of the college and with the public.

MINIMUM QUALIFICATIONS:

- Possession of a Bachelor’s degree in an accredited four-year college or university.
- Four year(s) of progressively responsible professional experience in security, safety, emergency management, and conducting investigations in a higher education, public safety, or law enforcement environment.
- Equivalent education/training or experience.
- Demonstrated sensitivity to and understanding of diverse academic, socioeconomic, culture, gender, sexual orientation, disability, and ethical/racial backgrounds of community college students.

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 Often—51-75 percent = 3
Occasional—25-50 percent = 2 Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time and work outdoors.
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 50 pounds.
1 or 2	Ability to carry 50 pounds.
4	Ability to operate office equipment.

STATUS/RATIONALE

This is a classified administrator position. This position has direct responsibility for formulating and implementing policy regarding the safety of the College and the District.