



The Los Angeles Community College District

Invites applications for the position of

## **Director of Safety and Security Services**

**Annual Salary: \$169,022 to \$209,389**



The Los Angeles Community College District is the nation's largest community college district with more than 10,000 employees and an enrollment of approximately 134,000 students per semester. The District's nine accredited colleges serve the residents of more than 36 cities and communities over 900 square miles of Los Angeles County. LACCD offers student transfer education to four-year colleges and universities, associate degrees, career education and a diversity of workforce certificate programs.

**Application Deadline:**

**March 25, 2022**

### **HOW TO APPLY**

Interested applicants are encouraged to submit a cover letter and résumé through our online employment system:

<https://www.jobapscloud.com/LACCD/sup/bulpreview.asp?R1=22&R2=4253&R3=001>

### **CONTACT INFORMATION**

Personnel Commission Office

Phone: (213) 891-2129

Email: [class\\_jobs@laccd.edu](mailto:class_jobs@laccd.edu)

Business Hours: Monday to Friday, 7:30 a.m. to 4:30 p.m.



## THE POSITION

A **Director of Safety and Security Services** plans, develops, implements, and directs safety and security services for the District designed to ensure protection for all students, District staff, and the public; provides oversight for the major programs, functions, and activities of the public safety contract for the campuses within the District; and provides oversight for the District's emergency preparedness plan including the mitigation of hazards, threats, incidents, and other vulnerabilities at colleges and locations throughout the District.

## DUTIES AND RESPONSIBILITIES OF THE POSITION

Plans, develops, implements, and directs comprehensive safety and security programs, services, operations, and related initiatives for the District in accordance with national, state, and local safety and security requirements and standards.

Directs the administration of the District's emergency preparedness plan including the mitigation of hazards, threats, incidents, and other vulnerabilities at colleges and locations throughout the District.

Directs and participates in a variety of District-wide and college assessments to include identification of vulnerabilities, evaluation of the nature of the threat, or hazard, rating of the identified vulnerability, and identification of appropriate mitigation strategies and measures.

Serves as District liaison with local, state, and national agencies, including but not limited to the Federal Emergency Management Agency, Homeland Security, Los Angeles County and City Offices of Emergency Management, local law enforcement and first responders, and Emergency Survival Program.

Coordinates with the District's colleges on the development, implementation, and facilitation of best practices and initiatives in safety and security.

Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, logical needs, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the contracted safety and security provider, and directs the implementation of improvements.

Develops and implements effective communication systems, tools, protocols, reporting, and alert messages for communicating safety, security, and emergency information with staff, students, and the public.

Analyzes and evaluates the logistical needs and actions required to support specific safety and security services and an operations center including requirements for money, manpower, material, facilities, equipment, and services and makes appropriate recommendations.

Develops and implements comprehensive standardized safety and security training programs; plans, develops, implements, and evaluates drills and exercises to ensure consistency in the use of safety and security measures and engagement of all stakeholders within the District.

Directs District-wide Clery Act compliance by: developing, implementing, and communicating District policies, processes, and procedures related to Act compliance; collaborating with internal and external constituencies in the collection and tracking of data; working with college and security services personnel in the analysis of crime trends and patterns and development of corrective plans and responses; and assuring that required statistics, reports, and notices related to security and fire safety are complete, timely, and published in compliance with Act requirements.

Investigates and resolves problems regarding safety and security-related complaints, safety functions; and takes appropriate action to ensure a timely and equitable resolution.

Directs the response to individual site incidents and emergencies to provide technical support, ensure resources are available and mobilized, and provide leadership in collaboration with appropriate executive management of the college or location.



# LOS ANGELES COMMUNITY COLLEGE DISTRICT

CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

Performs damage assessment and recovery efforts including submittal of appropriate documents for reimbursement from federal, state, or other agencies.

Plans and coordinates security for special events and the security of all participants and stakeholders.

Researches and monitors federal, state and local laws, regulations, societal changes, court decisions, and guidelines that may impact safety and security-related programs, and ensures District-wide compliance with such regulations in an effective, efficient, and economical manner.

Develops cooperative working relationships with contracted staff and other safety and security employees; represents the District in meetings with members of other public and private organizations, business, educational and community groups, and the public.

Represents the District as a variety of meetings and committees on matters related to assigned operations.

Directs and prepares correspondence, reports, and presentations regarding assigned operations.

Prepares and administers the District's safety and security budget and monitors and approves expenditures; assists in the forecast of additional funds needed for contracted services, staffing, equipment, supplies and materials.

Directs the work of assigned staff and monitors the performance of security service contractors.

Performs related duties as assigned.



## MINIMUM QUALIFICATIONS

### EDUCATION

A bachelor's degree from a recognized college or university preferably with a major in security management, emergency management, criminal justice, business administration, public administration, or related field. Four years of additional qualifying experience may be substituted for the degree requirement.

### EXPERIENCE

Five years of recent full-time, paid professional-level experience in developing and managing comprehensive safety and security programs and services for a public organization, military organization, law enforcement entity, or large corporate entity.

**SPECIAL:** A Certified Protection Professional (CPP) certification, or its equivalent, issued by the American Society for Industrial Security (ASIS), or a comparable recognized association is desirable.

A valid Class C California driver's license must be obtained within 10 days of establishing residency in the State of California. Travel to locations throughout the District is required.

### ADDITIONAL QUALIFICATIONS

The successful candidate is expected to have knowledge of Principles, procedures, and standards of institutional safety and emergency management; Federal, state, and local regulations and guidelines related to safety and emergency management and disaster medical assistance, including Clery Act; Federal, state, and local safety and emergency systems and agencies, to include law enforcement, fire prevention/protection, and emergency medical services; Principles of project management including goal setting, logistics and operations planning, program development, and implementation and evaluation; Security Operations Center operations and the use of video and other digital protection systems; Principles, practices, and techniques of safety and security related to patrol, traffic enforcement, crime scene control and investigation, and protection of life and property; Communication systems, tools and resources for safety and emergency management; Current trends and developments related to safety, security, and emergency management; Principles and techniques of investigation and identification and equipment used; Functions, services, and funding sources of a college campus public safety department; Organization, management, and recordkeeping practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the department; National Incident Management System (NIMS) and similar emergency preparedness protocols; Principles and practices of risk management related to safety and security; Safety practices and equipment used related to the work; Principles and practices of supervision and training; Principles and practices of budget preparation and control; Capabilities of computer applications, systems, and hardware used in safety and security services

The successful candidate is expected to be able to Formulate a clear organizational vision and operational goals and objectives for the management of the District's safety, security, and emergency management programs; Administer and direct a multifaceted and complex safety, security and emergency management program; Establish and implement a comprehensive program of reporting and communication; Develop and implement the operating policies required to achieve goals and objectives; Evaluate program operations and personnel; Anticipate conditions, plan ahead, and establish priorities; act independently and promptly to situations and events; Recognize the critical elements of problems, develop and evaluate data, and determine strategies, solutions, and procedures; Prepare and present effective oral and written communications, presentations, and reports; Integrate technology into business decisions and operation; Effectively communicate highly technical information concisely and in understandable terms; Successfully navigate and thrive in a multi-institution context through persuasion, consensus, and effective communication; Foster trust and confidence; earn support from internal and external constituencies; Establish and maintain effective working relationships with industry representatives, officials of public and private organizations, administrators, staff, and the public; Travel to offsite meetings.



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## BENEFITS PACKAGE

- District-paid medical, dental, and vision insurance plans for employee and dependents
- \$50,000 District-paid life insurance policy
- 12 full-pay days and 88 half-pay days of illness leave
- A minimum of 15 paid holidays per year
- 24 days of vacation annually
- Public Employees Retirement System
- Employee Assistance Program

## VACANCY AND SELECTION PROCEDURES

A current vacancy exists at the Educational Services Center, 770 Wilshire Boulevard, Los Angeles, CA 90017. A competitive examination process will be administered as part of the selection process established for this position. This process may consist of one or more parts which may include a training experience evaluation and/or technical oral interview. Candidates passing all parts of the selection process will have their names placed on a ranked eligible list of candidates.

## COLLEGES OF THE DISTRICT

### East Los Angeles College

1301 Avenida Cesar Chavez, Monterey Park, CA 91754

### Los Angeles City College

855 N. Vermont Avenue, Los Angeles, CA 90029

### Los Angeles Harbor College

1111 Figueroa Place, Wilmington, CA 90744

### Los Angeles Mission College

13356 Eldridge Avenue, Sylmar, CA 91342

### Los Angeles Pierce College

6201 Winnetka Avenue, Woodland Hills, CA 91371

### Los Angeles Southwest College

1600 W. Imperial Highway, Los Angeles, CA 90047

### Los Angeles Trade-Technical College

400 W. Washington Blvd., Los Angeles, CA 90015

### Los Angeles Valley College

5800 Fulton Avenue, Valley Glen, CA 91401

### West Los Angeles College

9000 S. Overland Avenue, Culver City, CA 90230

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Los Angeles Community College District is an equal opportunity employer. The policy of the LACCD is to provide an educational, employment, and business environment free from prohibited discrimination in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, age, disability, marital status, medical condition, sexual orientation, or veteran status.

### 2021-2022 LACCD BOARD OF TRUSTEES

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### LACCD ADMINISTRATION

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