

SEPTEMBER 2018
FLSA: EXEMPT
SALARY: GRADE M
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
SAFETY & POLICE ADMINISTRATIVE SUPERVISOR

BASIC FUNCTION: Under the supervision of the area administrator, manages the day-to-day administrative functions of the College Safety & Police Department, including fiscal and budgetary support, training compliance, and District-wide support to department staff.

SUPERVISORY RESPONSIBILITIES: Provides work direction and supervision to assigned personnel.

REPRESENTATIVE DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Manages and supervises the day-to-day administrative operations of the College Safety & Police Department, including tracking Police Officer Standards and Training (POST) certification and mandated training.
2. Manages applicable department budgets, including purchasing, inventory, maintenance and surplus of equipment; oversees expenditures for equipment, travel, mandated training, and required department expenditures in support of District activities.
3. Leads, directs, supervises, and evaluates assigned staff to ensure a high performance environment; establishes performance requirements and personal development targets; provides training and support to applicable staff.
4. Researches, submits, and manages grants and grant application process for the department; oversees collection and cost-recovery programs; generates and maintains applicable reports for the department.
5. Manages the background process for all new department employees, including background process, physical and psychological exams, equipment, and District access tools, such as key and swipe card requests.
6. Updates and maintains the College Safety & Police policy manual; assists area administrator in ensuring sworn staff and appropriate stakeholders are informed of any required policy changes or updates.
7. Oversees vendor contract oversight for parking-related services, vehicle and equipment vendors, specialized software, and related contracts.
8. Coordinates and manages forms, records, and applications for department, including DMV registration of vehicles, District Employee DMV pull notices, monthly update of employee driver's licenses, and firearms related forms, including purchase and travel documents.
9. Provide technical assistance and support for the Police Chief or designee and other staff during emergency events and EOC operations; as necessary, responds as a member of the Incident Management Team in accordance with the District Emergency Operations Plan during critical incidents or events outside of regularly scheduled hours.
10. Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: An associate's degree in public administration, business administration, fire or police science, or related field; and three years of administrative office support

experience, preferably in a police department or similar setting; or an equivalent combination of training and experience.

A bachelor's degree and related public safety certifications are preferred.

LICENSES/CERTIFICATIONS: Candidate must be able to possess and maintain a California Driver's License.

KNOWLEDGE OF:

1. Federal, State, and local laws, Board Policies and applicable regulations regarding law enforcement.
2. Industry best practices in safety & security, preparedness, response and recovery.
3. Modern office practices.
4. Microsoft Office Suite and related spreadsheet and data base software applications.
5. Administrative skills to maximize efficiency and to coordinate activities within the police department.
6. Proper record keeping practices to ensure security of confidential department files.

ABILITY TO:

1. Understand and carry out complex oral and written instructions.
2. Work and communicate effectively with faculty, administrators, staff, and representatives from outside organizations.
3. Manage multiple priorities and work with short deadlines.
4. Communicate effectively with individuals and groups from various backgrounds and abilities using a variety of communication media.
5. Effectively represent the department to all levels of the District and College Community, outside agencies, and other entities.
6. Identify unsafe and hazardous equipment and recommend appropriate corrective action.
7. Exercise initiative and sound independent judgment considering established guidelines, policies and procedures.
8. Interpret and analyze technical and complex data; analyze and problem-solve effectively.
9. Compose clear and concise correspondence, reports, policies and procedures.
10. Develop and maintain organized and detailed records.
11. Operate the department's office equipment, including computer and peripheral equipment.
12. Maintain a friendly, supportive atmosphere for students, staff, faculty, and the public.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, administrators, other departmental faculty and staff, students, short-term employees, student workers, vendors, governmental agencies, partnership institutions and personnel in other districts.

WORKING CONDITIONS: Office environment, with occasional high-pressure, fast-moving, critical incident situations.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.