

Imperial Community College District

Risk, Security, and Safety Manager

DEFINITION:

Under the direction of an assigned supervisor, the Risk, Security, and Safety Manager (RSSM) is responsible for the overall protection of life and property at Imperial Community College District (ICCD). The Risk, Security, and Safety Manager will be leading and coordinating the District's safety program and emergency preparedness efforts to comply with federal and state regulatory requirements.

EXAMPLES OF DUTIES:

- Respond, Investigate, Document and follow-up on all security and safety related complaints and reports.
- Assist in the development and implementation of policies and procedures related to safety, including maintaining, updating, and posting safety information.
- Lead efforts to ensure compliance with Safety, Title IX, and Clery Act laws and regulations, as well as other related federal and state laws.
- Conduct comprehensive worksite surveys and inspections periodically; perform routine job or hazard analyses.
- Establish and implement procedures for ensuring the timely correction and control of hazards.
- Plan, organize, and direct security and safety projects and services; assess District security needs and provide recommendations as appropriate.
- Direct the preparation and maintenance of narrative and statistical reports, records and files; coordinate research and collection of security and safety data and information.
- Plan, organize, investigate, file and execute all Property, Liability, and equipment breakdown claims according to board policy and administrative procedures.
- Develop, review and update the Campus Emergency Preparedness and Response Plan.
- Implement the Emergency Preparedness and Response 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 ICCD.

- Plan and coordinate emergency preparedness exercises and drills. Incorporate lessons learned and best practices into Emergency preparedness.
- Supervise, direct, and evaluate Campus Safety and Parking Control Department staff. Coordinate with third party security forces in providing campus security.
- Assess security risk(s) and take appropriate actions to keep the campus safe for all.
- Provide strategic planning for 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.
- In coordination with Maintenance and Operations, 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 Borne Pathogen Plan, Hearing Conservation Plan, and other plans related to safety programs as required.
- Participate as a member of the campus Environmental Health, & Safety Committee, and appropriate college-wide committee membership.
- Implement and make recommendations on traffic and parking enforcement.
- Establish and maintain partnerships with appropriate local, state and federal law enforcement, emergency responders, safety officials and other government agencies.
- Preparation and manage the Campus Safety and Parking Control Department program review and budget, including safety and emergency management fiscal needs.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and/or experience in campus or school safety and security 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 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.
- Experience writing fact finding reports.
- Ability to work with sensitive and stressful situations in a professional manner.
- Good organizational skills and attention to detail.
- Demonstrated sensitivity to and understanding of diverse academic, socioeconomic, culture, gender, sexual orientation, disability, and ethical/racial backgrounds of community college students.

MINIMUM QUALIFICATIONS:

- Possession of a Bachelor’s degree in a related field or equivalent and two years of professional experience in security, safety, or emergency management.

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 and security of the District.