POSITION PROFILE
Under the direction of the Vice President, Student Services, the Director, Police and Safety Services will plan, organize and direct the daily operations and activities of the Santa Monica Community College District Police Department utilizing a community oriented policing approach to provide a safe and secure working environment for students, faculty and staff. The Police Department operates 24 hours per day, seven days per week.

REPRESENTATIVE DUTIES
Work cooperatively with administration, faculty, staff and students to create a positive learning environment;
Direct law enforcement and security activities and provide technical assistance and information regarding safety and security programs;
Supervise and conduct investigations filing appropriate reports to ensure compliance and legal mandates; review crime and safety reports and make appropriate recommendations;
Respond orally and/or in writing to inquiries and complaints from College personnel and the public;
Provide assistance as needed to college administration in understanding and developing policies governing college responses to campus policing, crime control and prevention;
Develop and prepare department budgets; analyze and review budgetary and financial data, and control and authorize expenditures in accordance with established limits;
Ensure department compliance with law enforcement procedures, rules and regulations pertaining to the Federal and State Departments of Justice, California Police Officer Standards and Training requirements, California Law Enforcement Telecommunications Systems, and other governing agencies;
Review existing and pending legislation and make recommendations as applicable.
Ensure effective operation and supervision of the Fingerprinting Services (LIVESCAN) Program; maintain and publish records of criminal activity affecting the District as required by the Jeanne Clery Act.
Directly supervise Police Sergeants, and indirectly supervise Police Officer, Police Dispatchers, Parking Enforcement Officers, and administrative support personnel; perform other administrative duties as assigned.

EDUCATION/EXPERIENCE
Must have any combination equivalent to a Bachelor’s degree from an accredited institution in administration of justice or related field and ten (10) years of experience in law enforcement or public safety including four (4) years in a supervisory capacity;
Possession of a certificate signifying completion of a course of training approved by the Commission on Peace Officer Standards and training prior to employment; California Commission on Peace Office Standards and Training Basic, Intermediate, Advanced and Supervisory Certificates;
Evidence of sensitivity to and understanding of the socio-economic, academic, cultural and ethnic diversity within the community college student population, including students with physical and/or learning disabilities as these factors relate to differences in learning styles.

QUALIFICATIONS
Knowledge of public safety, law enforcement procedures, and preventative security methods;
Knowledge of supervisory procedures and practices;
Knowledge of crowd control techniques, with particular emphasis on a campus environment;
Knowledge of laws relating to youth and juveniles, knowledge of laws affecting apprehension, arrest and prosecution of persons accused of committing misdemeanors and felonies.
Ability to plan, develop and administer a sound public safety and law enforcement program in a fair and objective manner; ability to supervise, train and evaluate subordinate employees;
Ability to assess a law enforcement or hazardous situation and determine the appropriate course of action; ability to maintain a calm, courteous and objective attitude in all situations; ability to work cooperatively and effectively with others.

INFORMATION/BENEFITS
- 12 month management position
- 24 paid vacation days
- 12 paid ill days
- Fully paid medical, dental and vision care coverage for the employee
- $50,000 Life insurance for employee
- STRS (State Teachers Retirement System) or PERS (Public Employees Retirement System if pre-qualified)

COMPENSATION
$133,532 - $154,800. Commensurate upon qualifications and experience.

CONDITIONS OF EMPLOYMENT
Appointment subject to a background check which includes fingerprint clearance, psychological and physical clearance, verification of official transcripts, and verification of current or previous employment. Selected candidate must provide identification and work authorization.

APPLICATION PROCESS AND REQUIRED MATERIALS
- A completed District application
- A cover letter which outlines education and experience relevant to the duties and responsibilities of the position
- A detailed resume of professional experience or placement file
- Knowledge of public safety, law enforcement procedures, and preventative security methods;
- Knowledge of supervisory procedures and practices;
- Knowledge of crowd control techniques, with particular emphasis on a campus environment;
- Knowledge of laws relating to youth and juveniles, knowledge of laws affecting apprehension, arrest and prosecution of persons accused of committing misdemeanors and felonies.
- Ability to plan, develop and administer a sound public safety and law enforcement program in a fair and objective manner; ability to supervise, train and evaluate subordinate employees;
- Ability to assess a law enforcement or hazardous situation and determine the appropriate course of action; ability to maintain a calm, courteous and objective attitude in all situations; ability to work cooperatively and effectively with others.

APPLICATION ADDRESS
Request a district application: (310) 434-4336 (24 hr. employment information), or visit the website at www.smc.edu.
Submit district application and materials to:
Office of Human Resources
Santa Monica Community College District
1900 Pico Boulevard
Santa Monica, California 90405

If applying in person, submit application and materials to:
Office of Human Resources
Santa Monica Community College District
2714 Pico Boulevard, Suite 210
Santa Monica, California 90405

The Santa Monica Community College District will not accept FAXED applications and will not fax applications to applicants. Resumes will not be accepted in lieu of the district application. E-Mail letters of reference will not be accepted.

*The Santa Monica Community College District, in its desire to select outstanding faculty members from the largest possible pool of qualified applicants, recognizes the fact that candidates may attain expertise in a discipline through a variety of means. Certain combinations of education, experience and other accomplishments in the field may be judged by the District as equal to the stated minimum qualifications for this position. Candidates who feel they possess such equivalent qualifications are encouraged to apply and provide appropriate documentation of their qualifications.

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Please note: It is the applicant’s responsibility to ensure that all application materials are received on or before the closing date. All materials included in your application are considered for this position only (all materials may be photocopied). The district application and all supporting documentation including original documentation and any photocopies become the sole property of the Santa Monica Community College District and are not returned.

SELECTION PROCESS
The selection process shall include the following steps:
(a) A screening/evaluation committee will review application materials to determine minimum qualifications for the position are met.
(b) A pool of qualifying candidates will be invited to an initial interview with the selection committee at the Santa Monica Community College District’s main campus or one of its satellite campuses;
(c) Upon completion of initial interview process, the selection committee will recommend candidates for final interview with the Superintendent/President who will recommend a candidate for appointment by the Board of Trustees. (One year contract from a mutually agreed upon start date).

Applicants will be notified by letter of their status as the committee progresses through the hiring process. Candidates who are selected for a final interview with the Superintendent/President should not expect official notification of the status of candidacy until the Board of Trustees has acted upon the Superintendent/President’s recommendation. All travel costs related to an initial interview will be borne by the candidate. Only ½ of the airfare cost to the Superintendent/President’s interview will be borne by the college.

The Santa Monica Community College District reserves the right to contact the current or most recent employer of any candidate and investigate past employment records. The Santa Monica Community College District reserves the right to re-advertise the position or to delay filling the position indefinitely if it is deemed that applicants for the position do not constitute an adequate applicant pool.

Accommodation: Candidates with legally defined disabilities may request reasonable accommodation in the interview and the selection process by notifying the Office of Human Resources by the deadline date. Candidates may be required to supply documentation supporting the need for the accommodation when the request is made.

For Santa Monica Community College Campuses & Program Sites please go to the website below:
http://www.smc.edu/campusmap/default.htm
For Airport, Hotel and traveling information please go to the Santa Monica Convention and Visitor Bureau website below:
http://www.santamonica.com

REV 3/6/08

THE DISTRICT

The Santa Monica Community College District has an annual budget of $120 million, approximately 1200 full-time and part-time faculty members and classified employees.

**OUR VISION, MISSION & GOALS**

**Santa Monica College:**
Changing Lives Through Excellence In Education

Santa Monica College strives to create a learning environment that both challenges our students and supports them in achieving their educational goals. We prepare our students to contribute to the global community as they develop an understanding of their personal relationship to the world’s social, cultural, political, economic, technological, and natural environments.

To fulfill this mission, the College provides open and affordable access to excellent associate degree and occupational certificate programs. These programs prepare students for successful careers, develop college-level skills, enable transfer to universities, and foster a personal commitment to lifelong learning.

The College will uphold its tradition of academic excellence and innovation centered on a strong core of classified staff, faculty, and administrators. All are dedicated to the lifelong development of individual skills and competencies.

**Community of Mutual Respect:**
The College will be exemplary as a diverse community of mutual respect—a community characterized by respect for the individual, free exchange of ideas, broad collaboration, and participation in college governance.

**Effective Use of Technology:**
The College will promote access to technology to achieve its goals.

**Community Partnerships:**
The College will develop public/private partnerships to meet the educational needs of our community, ensure financial viability, and promote employment of our students and alumni.

**Supportive Physical Environment:**
The College will acquire, plan, develop, and maintain facilities and equipment to provide access to the best possible educational environment and promote the use of sustainable resources.

The Santa Monica Community College District is a 37+ acre campus with 5 satellite locations situated in the city of Santa Monica, which is located in the western part of Los Angeles County. The college provides excellent academic and vocational programs and counseling services to an ethnically diverse student population of 32,000.

Anticipated Start Date July 2008

**REV 3/6/08**

THE DISTRICT