



West Valley - Mission

Community College District

CLASS SPECIFICATION

POLICE CHIEF

Classified Administrative Position (Exempt Status)

Administrative Salary Schedule – Range 22

DEFINITION

To provide leadership and to plan, organize, direct, and review the activities and operations of the district police, security and parking program; to coordinate assigned activities with other divisions and outside agencies; and to provide highly responsible and complex administrative support to the Vice Chancellor.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice Chancellor.

Exercises direct supervision over assigned management, supervisory, and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop, plan, and implement division goals and objectives; recommend and administer policies and procedures.

Coordinate division activities with those of other divisions, departments and outside agencies and organizations; provide staff assistance to the Chancellor and Vice Chancellor; prepare and present staff reports and other necessary correspondence.

Direct, oversee, and participate in the development of the division's work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.

Supervise and participate in the development and administration of the district police budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate, and evaluate staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the division.

Provide training opportunities consistent with Peace Officer Standards and Training (POST) and Department of Justice (DOJ) requirements for assigned law enforcement, security, and support personnel.

Coordinate district public safety activities with local and regional law enforcement agencies, and implement backup policies to preserve the peace and protect lives and property.

Review security and traffic control plans for special events on the college campuses.

Oversee the emergency management program, including emergency preparedness and emergency notification plans.

Represent the division to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, principles, and practices of public safety functions in a community college environment.

Accepted California law enforcement and public safety methodologies.

All mandated peace officer training requirements including, but not limited to, firearms use, criminal investigative techniques and procedures, interview and interrogation techniques, domestic violence investigation techniques, crime scene investigation techniques, evidence collection and preservation, traffic collision techniques, and tactical communication techniques.

Principles, practices, and techniques of law enforcement, security, and crime prevention, including current trends and case law affecting police work.

Principles and practices of leadership, motivation, team building, training, and conflict resolution.

Pertinent local, state, and federal laws, rules, and regulations, including Peace Officer Standards and Training (P.O.S.T.) requirements and standards.

Principles and practices of participatory governance and effective practices of adult teaching and learning.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Ability to:

Plan, direct, and control the administration and operations of the district police division.

Assess emergency and non-emergency situations and determine and lead appropriate course of action.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve division related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; occasionally wear a vest of up to 10 pounds and a gun belt of approximately 20 pounds; and intermittently carry weight of 40 pounds or less.

Handle firearms safely and effectively, including passing range qualifications.

Prepare and administer division budgets.

Operate a police vehicle in both emergency and non-emergency situations.

Maintain objectivity while taking control of a situation.

Lead a team exercising respect for the rights of others and maintaining good public relations.

Develop and implement division policies and procedures.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply district and division policies, procedures, rules and regulations.

Supervise, train, and evaluate assigned staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software; utilize appropriate law enforcement equipment, including firearms.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

Pass an extensive background investigation including medical and psychological exams.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Seven years of increasingly responsible experience in law enforcement or public safety, including two years of administrative and management responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, public administration, criminology or a related field.

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of, or ability to obtain, a current, valid Peace Officer Standards and Training (POST) management certificate.

Possession of, or ability to obtain, a current, valid First Aid/CPR certification.

EEO Category: Executive/Administrative/Managerial

Date Approved: July 1, 2016