

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Chief of Public Safety		<i>Approval Date:</i> June 7, 2007	
<i>Level:</i> E	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0571	<i>Adm. Rev.</i> December 5, 2007

GENERAL DESCRIPTION

Responsible for the administration, supervision, and coordination of the College's Public Safety, Security, and Parking Services Operations to insure a safe and secure environment for students, staff and visitors on all HCC campuses. Manages, monitors, and coordinates all day-to-day and long-range aspects of the College's Safety, Security and Parking control/enforcement functions.

KEY RESPONSIBILITIES

% OF TIME

1.*	Manages, trains, evaluates, and provides assistance, as needed, to Security and Parking personnel. Reviews and approves Security and Parking personnel assignments.	20%
2.*	Prepares the annual parking/safety and security plan to include: traffic/parking enforcement, operating expenses, capital improvements, debt services, reserves, rate options, budgets; justification and supporting documents. Ensures compliance with relevant policies, procedures, regulations, and best practices.	25%
3.*	Serves as liaison with campus administrators and local law enforcement agencies relative to criminal/incident investigations, and parking and traffic enforcement on College property.	10%
4.	Responds to inquiries and researches and resolves problems related to transactions handled by the unit; serves as liaison with campus administration and district administration.	10%
5.*	Conducts special investigations and spearheads the development and implementation of communication programs to the College regarding Security and Parking Services. Develops the short and long range planning, development, and management of Safety & Security and Parking programs to include loss prevention, parking/traffic control, patrolling of physical property, safety inspections, investigations, surveillance and access control, door lock and unlock, and reports as necessary.	30%
6.	Develops and prepares trend analysis, budget reports, and other reports as required to the Director of Risk Management, Safety, and Auxiliary Services.	5%
7.	Performs other related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS

<i>Education:</i>	Bachelor's Degree required.
<i>Experience:</i>	Five to seven years of prior work related experience.
<i>Planning:</i>	Plans events that are expected to occur during the year, and have some effect on the department's annual expenditures and/or revenues. The scope of planning affects the campus.
<i>Budget:</i>	Has a strong, but not controlling, voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations or decisions that typically affect the department, but may at times affect operations, services, individuals or activities of a campus.
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Analytical ability and inductive thinking are required.
<i>Decision Making:</i>	Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solving them requires judgment such as setting priorities, evaluating results, or coordinating with others. Solutions can often be found by using methods chosen before in similar situations.
<i>Communications with Others:</i>	Requires both internal and external contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels, or the public, on matters requiring cooperation, explanation, and persuasion.
<i>Supervision of Others:</i>	Responsible for making recommendations within a department. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit. Work supervised requires training and experience, and a thorough knowledge of departmental activities.
<i>Job-Related Knowledge:</i>	Requires professional theory and practice applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of the professional discipline and a working knowledge of related fields.
<i>Innovation/ Creativity:</i>	Requires developing imaginative and complex methods, procedures, products, or systems. This is an important part of the job and results generally affect a campus.
<i>Working Conditions/ Physical Effort:</i>	Work is typically performed in an office, library, or computer room. Physical effort typically involves sitting at a desk, with intermittent sitting, standing, or stooping.

