



PERSONNEL COMMISSION

Class Code: 5273
Salary Range: 42 (M2)

SCHOOL SAFETY OPERATIONS MANAGER

JOB SUMMARY

Under general direction, plan, organize and manage the daily administrative and operational activities of the Office of School Safety and Emergency Preparedness; oversee, manage and assure the functionality of school safety systems including security cameras, emergency notification, visitor management and electronic lock access control systems; train and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Oversee, manage and assure the functionality of assigned school safety systems including security cameras, emergency notification, visitor management and electronic lock access control systems; troubleshoot operational issues. **E**
- Confer with contractors and District staff to assure safety systems are maintained; recommend system modifications; communicate with District staff, vendors, and other outside organizations to coordinate activities, resolve issues and exchange information. **E**
- Coordinate and provide technical support and training to school sites and District staff in the use of school safety systems; assign access passwords; authorize or respond to requests and subpoenas for archived footage from security cameras. **E**
- Oversee and manage the issuance and processing of District identification badges and electronic lock access cards; manage the distribution of subpoenas to School Safety personnel. **E**
- Manage adjustments in department resources to provide safety and protection for District students, staff and property; assure compliance with applicable laws, codes, rules and regulations. **E**
- Oversee and develop School Safety personnel work shifts to assure adequate coverage; adjust shifts according to staff availability and special activities or events needing extra coverage; authorize overtime and requests for time off. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Oversee, review and conduct comprehensive background investigations for School Safety employment candidates in accordance with Police Officers Standard and Training (P.O.S.T) Commission regulations. **E**

- Oversee and manage the coordination of District Safety Teams; recruit new members; maintain Safety Team information; activate Safety Teams as necessary. ***E***
- Oversee and serve as a primary contact for school sites relating to inappropriate use of social media; research social media websites and request removal of inappropriate accounts and content. ***E***
- Serve on the District's Emergency Operations Center (EOC) team; conduct EOC trainings; serve as incident commander as needed and participate in maintaining the EOC from which District officials will direct actions in the event of an emergency. ***E***
- Participate in the development and preparation of the department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; process budget documents. ***E***
- Prepare or direct the maintenance of a variety of complex reports and records; research, analyze and compile necessary information and data; maintain files and databases related to assigned activities. ***E***
- Perform special projects and prepare related forms and reports; attend to administrative details on special matters as assigned. ***E***
- Communicate with administrators, school sites, parents, personnel, law enforcement agencies, public agencies and vendors to coordinate activities, resolve issues and conflicts and exchange information. ***E***
- Provide technical expertise, information and assistance to District administration regarding department operations; assist in the formulation and development of programs and policies; advise administration of unusual trends or issues and recommend appropriate corrective action. ***E***
- Attend and participate in a variety of meetings, conferences and in-service trainings; prepare and deliver presentations to individuals or groups concerning School Safety and Emergency Preparedness operations, policies, procedures and services. ***E***
- Operate a variety of office equipment including a computer and assigned software; drive a personal or District vehicle to travel to various sites to conduct work. ***E***
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Incumbents in the School Safety Operations Manager classification plan, organize and manage the daily administrative and operational activities of the Office of School Safety and Emergency Preparedness including overseeing, managing and assuring the functionality of assigned school safety systems including security cameras and visitor management and electronic lock access control systems. Incumbents oversee, review and conduct comprehensive background investigations in accordance with Police Officers Standard and Training (P.O.S.T) Commission regulations.

EMPLOYMENT STANDARDS

Knowledge of:

Employment selection standards set forth by P.O.S.T.
Principles and practices of confidentiality to recognize actions that may compromise the integrity of investigation or investigation file documents.
Modern school safety systems, technologies and equipment.
Incident Command Center guidelines and procedures.
Research methods and report writing techniques.
General techniques and methodologies of project management.
Financial and statistical record-keeping techniques.
Budget preparation and control of expenditures.
Applicable laws, codes, rules and regulations related to assigned activities.
Oral and written communication skills.
Public speaking techniques.
Principles and practices of supervision and training.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Modern office practices, procedures and equipment.

Ability to:

Manage and assure the functionality of assigned school safety systems.
Provide technical support and training to school sites and District staff in the use of school safety systems.
Oversee, review and conduct comprehensive P.O.S.T background investigations.
Implement Incident Command Center procedures.
Train, supervise and evaluate the performance of assigned staff.
Research, compile and analyze data.
Prepare comprehensive narrative and statistical reports.
Prepare and maintain records and files.
Analyze and review budgetary and financial data.
Interpret, apply and explain applicable laws, codes, rules and regulations related to assigned activities.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.
Establish and maintain cooperative and effective working relationships with others.
Operate modern school safety security systems, technologies and equipment.
Operate a variety of office equipment including a computer and assigned software.
Meet schedules and timelines.
Maintain confidentiality of sensitive and privileged information.
Work independently with little direction.
Plan and organize work.

Education and Training:

Bachelor's degree including coursework in criminal justice, public administration, business administration, emergency management or a related field.

Completion of a P.O.S.T approved Background Investigation Course is desired.

Experience:

Three years of experience performing P.O.S.T background investigations including some experience in a supervisory capacity.

OR

Three years of experience in law enforcement or security work, preferably with juveniles or adolescents, including some experience in a supervisory capacity.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Incumbents in this classification not possessing P.O.S.T Background Investigation training must complete District-provided training within one year of employment.

Prior to employment in this classification, successful candidates must pass a comprehensive background investigation.

Valid California Class C driver's license and use of a personal automobile.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Office environment.

Driving a vehicle to conduct work.

Occasional evening or varied hours.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 03/26/2020