



**West Kern Community College District**

Human Resources

29 Cougar Court

Taft, CA 93268

661-763-7805

[www.taftcollege.edu](http://www.taftcollege.edu)

## Management Employment Opportunity

Application Deadline: Open until filled, priority consideration date of Monday, March 5, 2018 @ 4:00 p.m.

### Director of Campus Safety and Security

Management Salary Schedule Grade 13, \$69,176.00 - \$93,772.00 per year. The District provided health and welfare benefits, valued at \$19,530.96 for 2017-18 includes medical, dental and vision for the employee and dependent, and life insurance for the employee.

#### GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California’s central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The college is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College’s Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The college has 60 full-time faculty, 90 adjunct faculty, 146 classified staff, 24 classified administrators and 7 certificated administrators.

#### GENERAL RESPONSIBILITIES

Under the supervision of the Vice President of Student Services will be responsible to plan, direct and coordinate activities relating to Campus safety and security of the students, faculty and staff, and the protection of Taft College property; ensure that the Board policies and procedures, local and state ordinances are followed; advise, make recommendations, assist in the formulation of goals and objectives of Campus Safety and Security procedures and programs that comply with federal, state and local legal regulations; and exercise independent judgment in the course of carrying out overall responsibilities and other activities as assigned.

#### PRIMARY DUTIES OF THE POSITION

Interprets and disseminates Taft College Campus Safety procedures to Campus security staff and evaluates work performance.

#### Equal Employment Opportunity

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District’s policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

**Application materials are available in the HR Department, on the TC website under Jobs and EdJoin.**

Website:

[www.taftcollege.edu](http://www.taftcollege.edu)  
[www.edjoin.org](http://www.edjoin.org)

**Human Resources Department**

**Hours:**

Monday-Friday  
7:30 a.m. – 5:00 p.m.

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**PRIMARY DUTIES OF THE POSITION, continued:**

Assists in preparation of emergency management and contingency planning and conducts Campus Safety and Security training for students, faculty and staff.

Investigates and prepares reports relating to incidents on campus and residence halls and prepares Campus Safety and Security monthly reports for the vice president of student services.

Evaluates current procedures and practices relative to security and suggests alternative methods for security operation improvement to the vice president of student services.

Prepares periodic crime and statistics reports in consultation with the vice president of student services for inclusion into the required annual Clery Act report.

Performs audits of security related performance and conducts physical surveys of Campus lighting, security cameras, Blue light poles, emergency communication system, including security equipment condition, e.g. security golf cart, radios, and cell phones. Reviews and orders supplies and equipment as needed.

Serves as Taft College's liaison with public law enforcement, fire and other agencies as it relates to Taft College campus safety and security.

Serves as a member of the college's behavior intervention team (BIT) under the direction of the vice president of student services.

Maintains and publishes Daily Crime Log per Clery requirements.

Performs other activities as assigned.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in business administration, criminal justice, law enforcement, security or a closely related field, or 4 years full-time experience in campus policing or 10 years of municipal law enforcement experience.

Understanding of security and policing in a higher education context and a comprehensive understanding of the college student and the ability, disposition, and desire to work with students, faculty and staff.

Current California advanced POST certification or higher.

Ability to legally carry firearm in a California institution of higher education.

Possession of a valid motor vehicle license and willingness to operate motor vehicles in the course of employment.

**DESIRED QUALIFICATIONS**

Certification in Title IX training and any professionally recognized certifications in the security related field.

**COMPENSATION**

The salary range for the position is \$69,176.00 – \$93,772.00 per year. The successful applicant will be offered a starting salary within this range commensurate with qualifications and experience.

**ANTICIPATED START DATE**

The anticipated start date is negotiable.

**APPLICATION DEADLINE**

To be assured full consideration, complete application packets should be in the Human Resources Department by **4:00 p.m. on Monday, March 5, 2018**. Application materials must be mailed, hand delivered, or e-mailed. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

**APPLICATION PROCESS**

To be considered for review, applicants must submit the following application materials:

1. A West Kern Community College District management application or EdJOIN online management application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.

Application forms may be obtained from [www.taftcollege.edu](http://www.taftcollege.edu).  
Management online application submission: [www.edjoin.org](http://www.edjoin.org)

Send all application materials to: Taft College Human Resources Department  
29 Cougar Court  
Taft, CA 93268  
Telephone: 661-763-7805  
Email: [tcjobs@taftcollege.edu](mailto:tcjobs@taftcollege.edu)

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

**PAY RANGE**

Grade 13 on the Management Salary Schedule/ Exempt.

**SUPERVISION**

Direction is received from the Vice President of Student Services.

**HOURS & TERMS OF EMPLOYMENT**

40 hours per week, 12 months per year. Will require evening and weekend hours throughout the year.

**CONDITIONS OF EMPLOYMENT**

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. Possess a current CA driver license. Taft College reserves the right to modify or rescind this job announcement at any time.

**INTERVIEW**

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

**MISSION STATEMENT**

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

*Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.*