



West Valley - Mission

Community College District

Chief of Police

West Valley-Mission Community College District

Closing Date:

Definition:

The West Valley-Mission Community College District is seeking a talented leader to fill the position of Chief of Police.

Comprised of two colleges, West Valley College and Mission College, we are located in the heart of Silicon Valley. Our staff and faculty are among the most qualified in the state and our students appreciate our two colleges for our friendly staff and supportive atmosphere.

Under the direction of the Vice Chancellor of Administrative Services, plan, organize, coordinate and direct the activities and operations of the district police department, security and parking program, and Emergency Preparedness program to protect the lives and property of students, faculty, staff and the District in accordance with federal, State, and local laws, codes and regulations as well as District public safety policies and procedures; train, supervise and evaluate the performance of assigned personnel; coordinate assigned activities with other divisions and outside agencies; and provide highly responsible and complex administrative support to the Vice Chancellor.

Applicants who possess the knowledge, skills, and life experiences to address the cultural and educational needs of a culturally diverse student population are encouraged to apply.

This position is open until filled. Review of applications will begin May 1, 2019.

Assignment:

100% of full-time, minimum of 40 hours per week, 12 months per year, with anticipated start date of July 15, 2019. Schedule will include evening and weekend hours, including patrol shifts and special events, as needed. This position is a Classified Administrator and part of the Administrative employee unit.

Work Location: Police department, District offices, located on the campus of West Valley College, Saratoga, CA. The Police department has offices on both campuses; West Valley College, Saratoga, and Mission College, Santa Clara.

Salary and Benefits:

Anticipated Hiring Range:

- \$128,326–\$136,669 annually (Administrative Salary Schedule, Range 22, Steps A-C).

Benefits include:

- Additional compensation: \$1,500 for doctorate added to base salary annually, to be prorated on a monthly basis.
- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 13 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 22 days vacation leave accrued annually (25 days after 5 years).
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Professional development and renewal leave.
- \$500 longevity award annually after 10 years of service and \$1,000 longevity award annually after 15 years of service.
- CalPERS retirement.

Minimum Qualifications:

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:

1. Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. 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.
3. Seven years of increasingly responsible experience in law enforcement or public safety, including two years of administrative and management responsibility.

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.

Examples of Duties and Responsibilities:

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.

For more information on this position and to apply, please visit our website at the following link:
<https://apptrkr.com/1432103>

Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741-2174 to arrange for assistance.

West Valley-Mission Community College District is an Equal Opportunity Employer.

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