



West Valley - Mission

Community College District

Class Specification

Vice Chancellor, Health and Public Safety

Executive Management Position (Exempt Status)

Executive Salary Schedule

Definition

To serve as the chief of police and an executive officer; to be responsible for the operation of a major district-wide function; to administer and manage the health, public safety and police functions and participate in district policy making; and to provide highly responsible and complex administrative support to the Chancellor.

Supervision Received and Exercised

Receives executive direction from the Chancellor.

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

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Develop, plan, and implement district-wide goals and objectives, policies and procedures relative to the health, public safety and police functions, including clinical and mental health, emergency management, facilities security, community services, and sworn law enforcement services.
- Coordinate health, public safety and police division activities with those of other divisions, departments, and outside agencies and organizations; provide staff assistance to the Chancellor; attend and chair district-wide committees and councils as directed by Board policies or the Chancellor.
- Serve as the district's chief of police.
- Promote the mission, major policy directives, and program initiatives of the health and public safety division.
- Evaluate and propose health, public safety and police policy options to support the decision-making process; identify opportunities to help the district maintain and improve health and public safety services.
- Ensure that health, public safety and police staff adhere to applicable laws, regulations, and procedures; ensure that staff receive training as required or necessary to perform assigned functions.
- Assure effective coordination, development and implementation of emergency management plans, procedures, and training.
- Provide leadership for the preparation and implementation of the district's security master plan.
- Exercise highest-level oversight of division and/or department budgets; participate in assessing, planning, and implementing capital projects funded by bond measures; participate in the preparation of state and federal grant applications.
- Review and evaluate effectiveness of assigned staff, programs, and services; oversee recommendations for the selection of staff.
- Participate as a member of the Chancellor's executive management team for the district.

- Attend board meetings and make oral presentations; confer with college administrators and members of executive staff regarding board agenda items and management issues involving programs and services of the district, including recommendations for new or revised policies and procedures.
- Represent the district or division to other educational institutions, outside groups and organizations; participate in outside community and professional groups and committees.
- 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

- Principles and practices of health, public safety and police administration.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Pertinent local, state, and federal laws, rules and regulations.
- 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 health, public safety and police division.
- Assess emergency and non-emergency situations, 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.
- Promote a student-centered culture that ensures access, sustains educational excellence, fosters student development and supports high levels of student achievement.
- Prepare and administer budgets.
- Develop and implement 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, explain, and apply state and federal laws and regulations, and district and division policies, procedures, rules, and regulations.
- Select, supervise, train, counsel, discipline, and evaluate assigned staff.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- 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, psychological and polygraph 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

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

Education

Equivalent to a Master's degree from an accredited college or university with major course work in public or business administration, criminology, leadership, 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

Approved Date: August 09, 2023