

SECURITY AND TRANSPORTATION MANAGER

DEFINITION

Under general direction plans, schedules, directs, and supervises the District's transportation, vehicle maintenance, and public safety departments; consults with principals and District personnel regarding district security needs and coordinates district-wide plans; may serve as the Chief of Police in the Public Safety Department; and performs related work as required.

LICENSES REQUIRED

Possession of a valid and appropriate California driver's license.
The following certificate must be obtained within six (6) months of initial appointment:
Certificate of Completion of Penal Code 832.3

CLASS CHARACTERISTICS

This single position class reports to the Director – Facilities, Transportation and Security and is overtime exempt. Attendance at evening meetings and travel to meetings in and out of the District is required. Use of personal automobile may be a requirement of the position.

EXAMPLES OF DUTIES

Plans, organizes, and supervises the activities of the transportation program; evaluates bus drivers and other staff; coordinates schedules and ensures the efficient transportation of students. *E*

Organizes and manages the repair and maintenance of all District vehicles; plans and directs the maintenance of buses, trucks, vehicles, and other equipment. *E*

Supervises the establishment of bus riding boundaries, bus routes, and schedules; assigns drivers to regular runs and to field trips. *E*

Confers with the public and parents regarding transportation and safety issues. *E*

Assists the Director – Facilities, Transportation and Security and other managers in a variety of complex tasks in maintenance, facilities, and construction. *E*

Coordinates the disaster preparedness plans districtwide. *E*

Organizes, implements, and supervises the District's Police Department; confers with site administrators regarding security needs; assists in dispatching needed personnel to handle specific situations at the school sites; designs and implements security systems at all sites; conducts internal investigations regarding a variety of issues and problems. *E*

Formulates and monitors budget. *E*

Directs and participates in selecting District transportation and security/safety personnel; prepares and reviews performance evaluations; handles disciplinary and other personnel problems. *E*

EXAMPLES OF DUTIES (cont.)

Plans and directs in-service training; implements training in safety and conflict mediation; attends conferences and workshops. *E*

Gathers, evaluates, and analyzes data to plan for the assigned area of responsibility; reviews workloads and assigns work to proper personnel. *E*

Recommends staffing and personnel changes to meet new needs to increase the effectiveness of the department; establishes work priorities; researches, plans, and promulgates procedures designed to comply with state, county, and city laws, ordinances, and regulations to ensure the physical health, well-being, and safety of students and staff in school buildings and adjacent facilities on buses and school grounds. *E*

Maintains familiarity with provisions of the Education Code, Penal Code, Municipal Codes, health and safety codes, vehicle codes, FCC, and other regulations affecting transportation, public safety and security.

Prepares and presents a variety of complex reports.

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of management, budgeting, and cost control;
2. Principles, methods, materials, and equipment used in transportation and vehicle repair;
3. Pertinent provisions of laws, Penal Code, Vehicle Code, Education Code, Administrative Code, and district policies and regulations regarding public safety and transportation systems;
4. Operation of a modern school bus and the laws governing its use;
5. Computerized security systems and procedures as they relate to a school district environment;
6. Good English usage, spelling, grammar, and punctuation;
7. Principles of supervision and training, organizing and scheduling work; and
8. Basic principles and policies relating to school facilities.

Ability to:

1. Plan, organize, coordinate, and supervise the operation of the public safety and transportation systems;
2. Analyze and evaluate problem-solving models and arrive at sound solutions to problems;
3. Prepare comprehensive technical studies and reports, policies, regulations, proposals, schedules, and correspondence;
4. Read, understand, and interpret laws, codes, and regulations covering transportation, public safety, and facilities;
5. Exercise good judgment in the application of provisions of laws, policies, and regulations to a wide variety of situations, making appropriate decisions quickly in sometimes stressful situations;
6. Develop and maintain training programs, manuals, written emergency procedures, and record keeping procedures;
7. Schedule work and utilize departmental personnel effectively;
8. Supervise, evaluate, and train personnel through subordinate lead personnel;

Ability to: (cont.)

9. Prepare clear, concise, and complex written and oral reports;
10. Operate a two-way radio;
11. Operate a vehicle observing legal and defensive driving practices;
12. Understand and carry out oral and written instructions; and
13. Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education. Equivalent to completion of major course work leading to a degree in public safety, transportation or related fields. Recent responsible administrative experience in a public school or public agency may be substituted for formal education. Incumbent must be willing and able to complete required course work to supervise public safety personnel that are recognized as police officers under the law.

EXPERIENCE

Recent, responsible administrative experience in the transportation of students or other personnel. Planning or supervising experience in security and public safety is desirable.

WORKING CONDITIONS

Environment:

Indoor and outdoor work environment; subject to driving a vehicle to conduct work; variable hours.

Physical Abilities:

Dexterity of hands and fingers to operate standard office equipment; standing for extended periods of time; walking; hearing and speaking to exchange information and make presentations.