

Assistant Chief of Police  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237624>

Downloaded On: Jun. 28, 2024 12:24pm

Posted Jun. 13, 2024, set to expire Jun. 1, 2025

<b>Job Title</b>	Assistant Chief of Police
<b>Department</b>	Police
<b>Institution</b>	Foothill-De Anza Community College District Los Altos Hills, California
<b>Date Posted</b>	Jun. 13, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5327206">https://apptrkr.com/5327206</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Assistant Chief of Police**

HR EMPLOYMENT/CAREERS

**Closing Date: 9/22/23\*\*; The position is now open-until-filled\*\***

\*\*Any complete applications received after the closing date will only be forwarded to the hiring committee at their request.

**Salary Grade:**A2/A3 - H

**Full Salary Range:**



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\$126,823.46 - \$178,453.33 annually\*

\*Actual placement is based on applicant's verified education and experience (**Customary Hiring Range: \$126,823.46 - \$139,822.86 annually**). In addition, candidates with verified educational units beyond the minimum qualification may qualify for additional pay.

**The Foothill-De Anza Community College District is currently accepting applications for the management position above.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

#### **ABOUT THE DISTRICT**

Foothill - De Anza Community College District, composed of two colleges and an education center, is one of the top performing districts in both California and the United States, and one of the largest, ranking seventh in size among the state's 72 districts, serving more than 58,500 students per year and with an operating budget of \$180M unrestricted general fund. Consistent with its mission, the District has a strong commitment to equity and inclusion and incorporates those values in its policies, procedures, and operations, and in its leadership and service to students and the community. Publicly supported and locally oriented, the District fills an essential role in workforce development, continuing education, and skills preparation to meet the changing demands of the highly diverse surrounding population and business communities. The District's students and more than 2,000 faculty and staff enjoy an unparalleled quality of life in an ideal climate, with physically pristine and fiscally sound campuses that have earned their reputation for academic excellence.

#### **FOOTHILL - DE ANZA COMMUNITY COLLEGE DISTRICT MISSION STATEMENT:**

The mission of the Foothill-De Anza Community College District is student success. We are driven by an equity agenda and guided by core values of excellence, inclusion, and sustainability. Every member of our district contributes to a dynamic learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. We are committed to providing an accessible, quality undergraduate education dedicated to developing a broadly educated and socially responsible community that supports an equitable and just future for California.

#### **POSITION PURPOSE:**

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Reporting to the Chief of Police, plans and directs the activities of the District Police to ensure public safety for the college community, and is responsible for emergency preparedness procedures planning and training. This position also plans and directs the activities of parking management and is responsible for the collection of parking revenues to offset expenses.

**NATURE and SCOPE:**

The Assistant Chief of Police supervises the Communications Supervisor, Supervisor of Student Officers, Community Service Officers, and casual positions.

This position is responsible for developing department budgets for District Police, and determining the allocation of department approval; presenting budget proposals and obtaining all necessary approvals; developing department public safety procedures and prioritizing public safety issues; developing and implementing district-wide crime prevention programs and on-campus emergency response and recovery plans; and selecting alarm systems equipment lock downs, etc.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Plan, direct, supervise, and evaluate public safety issues.
2. Apprehend perpetrators and report incidents to appropriate agencies in order to reduce criminal activity on campus.
3. Oversee the preparation of budget estimates, coordinate departmental recommendations for the purchase of equipment and supplies, issue a monthly report of parking activity and revenue, and produce a summary annual report.
4. Supervise all traffic control and parking services, and coordinate special events parking.
5. Oversee issuing of parking citations and the Administrative Review process for parking citations.
6. Ensure adequate emergency preparedness planning and training; provide technical expertise in crime prevention equipment and campus alarm systems; and collaborate with Division Deans.
7. Perform other related duties as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge:**

1. California Penal Code and Vehicle Code.

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2. District safety policies and Governing Board rules and regulations.
3. Principles of personnel management, supervision and training

**Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including writing complex proposals and producing written market-oriented material.
3. Presentation skills.
4. Leadership/Management/and Supervision.
5. Organizational/Time Management/Problem Solving.

**Minimum Qualifications**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Bachelor's degree in police science or related field.
3. Possess a California POST Supervisory certificate, or agree to complete all requirements to receive the certification within 12 months from the appointment to the position.
4. Two years of increasingly responsible experience in law enforcement, including one year in a supervisor position.

**Preferred Qualifications:**

1. Experience in Community Policing and Budget controls.
2. One year experience on a police department.
3. Four years experience as a police officer, preferably with supervisory responsibility.
4. Five years experience in security work, including at least three years in an increasingly responsible administrative capacity in a law enforcement or security agency.

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**WORKING CONDITIONS:**

**Environment:**

1. Subject to physical confrontations when apprehending perpetrators and traveling to various locations to conduct work

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

**APPLICATION PACKET:**

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

**If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" to**



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assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>

**CONDITIONS OF EMPLOYMENT:**

**Position:** Full-Time, Contract, 12-months per year

**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement. The successful applicant will be required to provide proof of authorization to work in the U.S. All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1323?c=fhda>



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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Police

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