Chief of Police

Pasadena City College

Salary: $13,691.84 - $16,981.84 Monthly Management Association M-1

Job Type: Classified Administrator

Job Number: 11018

Location: 1570 E. Colorado Blvd., Pasadena, CA

Department: Business & Administrative Services

Closing: 12/3/2026 11:59 PM Pacific

Pasadena Area Community College District

CHIEF, POLICE AND SAFETY SERVICES

Salary: $13,691.84 - $16,981.84 Monthly

Benefits: https://eb.alliant.com/2026pccguide_ft (100% of medical, dental, and vision benefits for full-time employees and their eligible dependents paid by Pasadena City College)

Retirement: CalPERS

Paid time Off: 22 Vacation, Up to 20 Holidays, 12 Sick Days

Full Job Description: https://www.schooljobs.com/careers/pasadenaedu/classspecs/1380519?keywords=chief&pagetype=classSpecifications

WORKING AT PCC

Pasadena City College's Police and College Safety is dedicated to keeping the campus safe and welcoming, working in partnership with students, faculty, staff, and the surrounding businesses and residents to support higher learning. The department oversees a wide range of services, including emergency preparedness, Clery Act compliance and the Annual Security Report, timely warnings and emergency alerts, parking, records, and a Cadet Program that develops future public safety professionals. Additionally, the Chief of Police supports the Campus Emergency Response Team. As a Hispanic-Serving, Black-

Serving, and Asian American and Native American Pacific Islander-Serving Institution, PCC serves a diverse student community, and the department plays a central role in creating an environment where every student can succeed.

ESSENTIAL DUTIES:

- Directs the planning, organizing, and evaluating of all operations related to Campus Police & Safety Services and implementation of new or revised services to ensure maintenance of a safe campus, protection of life and property, regulation of traffic, citation, apprehension, and arrest of law violators, campus-to-community involvement, and maintenance of police records. Manages full- and part-time staff, including sworn police officers and investigators, and cadet corps. Oversees operations of parking, dispatch, safety, and emergency planning and operations.

- Takes immediate command of all law enforcement activities during major emergencies, tactical events, and unusual or complex incidents, serving as Incident Commander during police operations; directs the District's emergency operations, disaster response, and business continuity planning and serves on management and response teams overseeing the District's involvement in tactical events.

- Directs the activities of senior-level law enforcement and civilian personnel to ensure departmental functions are meeting the overall needs and goals of the department and the District. Develops and directs implementation of policy and procedural changes resulting from changes in legislation, procedures, or District policy.

- Serves as and exercises the powers of a sworn peace officer pursuant to the provisions of California State Penal Code Section 830.32 and Education Code Section 72330, while engaged in the performance of the duties within this employment.

- Ensures all sworn personnel meet POST training and certification requirements and that all other personnel are properly trained, including de-escalation, crisis intervention, diversity, and cultural competency training for officers and cadets; mentors subordinates on leadership and the resolution of personnel, procedural, and operational problems.

- Ensures the integrity, security, and chain of custody of police records and evidence; compiles data and prepares reports for District leadership and for county, state, and federal agencies, including the annual crime statistics and security disclosures required under the Clery Act.

- Administers various functions beyond law enforcement, including coordinating assistance during medical emergencies; preventing fires, fire hazards, theft, and vandalism; monitoring and maintaining campus burglar, fire, and other building alarm

systems; and investigating and reporting unusual, hazardous, or suspicious occurrences and conditions.

Full Job Description: https://www.schooljobs.com/careers/pasadenaedu/classspecs/1380519?keywords=chief&pagetype=classSpecifications

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited institution in criminal justice, administration of justice, public administration, or a related field.

- Eight (8) years of progressively responsible law enforcement experience.

- Five (5) years of experience at the rank of Sergeant or higher

- Possession of a POST Management Certificate at the time of appointment, or obtain within twelve (12) months of appointment

- Possession of a valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PREFERRED QUALIFICATIONS

- Master's degree in a related field

- Command experience with a college or university police department

- Possession of, or progress toward, the POST Executive Certificate

CORE COMPETENCIES - The District has identified the following essential skills and attributes needed for success in this position.

- Law Enforcement Operations Leadership

- Emergency Management

- Regulatory and POST Standards Compliance

- Personnel Supervision and Professional Development

- Fiscal Stewardship and Revenue Management

- Community and Interagency Partnerships

- Records, Evidence, and Reporting Integrity

Salary Range:

M-1

APPLICATION AND SELECTION PROCESS

Pasadena City College (PCC) utilizes an online application process. Hard copy, e-mailed, or faxed resumes are not accepted. Job postings will not be reopened due to failure to submit an application before the closing date for any reason. You can apply for a position from any computer with Internet access. Please keep in mind the following:

- If you do not follow the process or your application/resume is incomplete, your information will not be processed.

- If you need to update any submitted information, you will need to reapply in full. When HR sees duplicate applications, we archive the oldest and the most recent application and materials are considered.

- The selection advisory committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications for a particular position does not assure the applicant an interview.

- While the acceptance of the application packet is done through PCC's Applicant Tracking System (ATS), all hiring decisions are made by a hiring committee.

- Once applications are submitted, they are final. Please carefully review your application and the documents which you are attaching to make sure that they are free from errors and complete. If you require assistance with your application, please refer to the https://www.governmentjobs.com/home/applicationguide or you may contact NeoEd Customer Support at 855-524-5627. Customer Support is available Monday - Friday, 6 a.m. - 6 p.m. (PST).

All materials listed below may be required for your application packet to be considered complete:

- Resume or Curriculum Vitae

- Cover Letter

After a review of applications received, the District may require the completion and submission of supplemental documents prior to the interview process.

ADDITIONAL INFORMATION

- Successful applicants must provide proof of eligibility to work in the United States.

- Successful completion of background check including Live Scan and Tuberculosis (TB) assessment/screening.

- Pasadena Area Community College District will not sponsor any visa applications.

- Applicants must be available for interviews at Pasadena City College at no cost to the District.

- Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Office of Human Resources directly at (626) 585-7388.

- The Pasadena Area Community College District does not discriminate in the educational programs and activities operated by the District or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District office at 1570 E. Colorado Blvd., Pasadena, CA 91106.

- Crime awareness and campus security information are available from Campus Police. (Public Law 101-542).

- The Pasadena Area Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.

- An applicant, who attempts to contact individual Board members or members of the screening committee with the intent of influencing the decision of the committee or the Board, will be disqualified. General inquiries regarding the position and/or District employment should be directed to the Office of Human Resources.

PASADENA AREA COMMUNITY COLLEGE DISTRICT

Equal Opportunity, Title IX, Section 504 Employer

To apply, please visit https://apptrkr.com/9964257