

Job Description

Position Title: Academic Director, Public Safety and Security

Job Family: Academic Affairs

Job Type: Director

FLSA Status: Exempt

Salary Grade: 09

Position Summary:

The Academic Director of Public Safety and Security oversees programs designed for the protection and safety of college personnel and assets. Works to promote programming that maintains a safe and secure college environment. Develops, implements, and directs campus safety and security policies and procedures. Manages safety for first responders including fire safety security, environmental health and safety, law enforcement, emergency medical technology, and paramedic programs.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Oversees and delivers university public safety, emergency management, campus security, and security systems curriculum. Coordinates with contracted security service providers and law enforcement. Leads and manages first responder programs; ensures department aligns with college's emphasis on student success, via graduation, retention, and completion rates.
2. Supervises employees: prioritizes, schedules, and assigns work; conducts health-wellness checks, assists with goals, evaluates performance, and professional development.
3. Reviews incident reports, conducts investigations, and ensures proper documentation is completed in a timely manner.
4. Establishes cooperative relationships with local first responders including police, fire, ambulance, and other emergency units.
5. Ensures compliance with the college safety and security policies and works with the campus community regarding safety training, emergency drills, and other activities.
6. Develops, monitors, and oversees program budgets. Develops strategies to incorporate best practices and funding processes. Ensures teams pursue Capital Funding and Perkins Grants.
7. Represents the Campus Safety interests of the College.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

- Knowledge and application of interviewing and investigative methods and procedures
- Knowledge of law enforcement principles and practices
- Knowledge of public safety and security procedures
- Skill in people leadership and supervision
- Skill in team building
- Ability to adapt and maintain professional composure in emergent and crisis situations
- Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
- Ability to apply effective written and verbal communication skills

Supervision:

- Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Governance, Institutional Policy, and Legislation: My position allows me to impact the guidelines that determine how the College operates.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Safety Management or a closely related field of study required
- Master's in Criminal Justice, Occupational Safety, or a closely related field of study preferred
- Five (5) to eight (8) years of related experience with law enforcement or fire safety
- Three (3+) years of supervisory experience
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening or weekend work hours