Director of Campus Safety and Security

Human Resources
Wednesday, Nov 18, 2015

This position provides leadership and direction in the development and management of the Campus Safety and Security operations.
Position Type: Full Time
Department: Campus Security
Reports To: Vice President for Enrollment and Student Services
FLSA Status: Exempt
Location: Main Campus

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide leadership, direction, and guidance on campus safety, security, dispatch and emergency management policy development.
- Manage the daily operations and overall performance of campus security contractors and staff.
- Advise Executive Staff on emerging state or national initiatives related to campus safety and emergency management that affect the University and its constituents.
- Ensure University compliance with all applicable statutes, regulations, internal controls, and fiscal policies and procedures relating to higher education institution safety, security, and emergency management.
- Develop broad university wide involvement and understanding of safety, security and emergency management issues, plans, and activities.
- Establish and maintain collaborative relationships with emergency first responder agencies, emergency management organizations and university incident management team members.
- Analyze crime statistics and appropriately deploy campus security assets.
- Assure that required reports including the Annual Security Report, including all Clery reporting requirements, are properly prepared and published in a timely manner.
- Develop and implement training on campus safety, security, and emergency management procedures for faculty, staff, and students.
- Prepare and distribute the Annual Security Report and The Annual Fire Safety Report
- Assist in patrolling the campus or responding to incidents.
- Monitor expenditures and proper maintenance of equipment and vehicles. Maintain a professional and courteous demeanor.
- Coordinate periodic building inspections and perform tests on safety alarm systems in all University buildings.
- Interact with all University departments and outside vendors to coordinate the installation, operation, maintenance, and repair of safety alarm systems.

SUPERVISORY RESPONSIBILITIES

- Supervise the work of the Security Department, developing individual skill and knowledge through training, coaching, support of performance initiatives, and evaluation.
- Direct the development and productivity of the Security Department team by providing leadership and clearly communicating and focusing on the vision, mission and goals of the Department and the maintenance of a positive work environment.
- Develop the Security Department staff sensitivity to and understanding of the value of diversity of the University employees, students and guest.
- Foster partnerships with other department and divisional leaders, employees and students.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in criminal justice, law enforcement, business administration, public administration or related field. required.
- Two or more years of progressive management experience in a public safety environment, emergency response agency (including military service), or a security agency.
- Experience working in a higher education environment preferred.
- Must be licensed as a "Qualified Manager" through the Private Security Bureau and fulfilling the requirements for the qualified manager license including the three years' experience in security/law enforcement and having passed the manager's test.
- ICS-300 and ICS 400 courses certification (will be required of the within three months of employment.

KNOWLEDGE, SKILLS & ABILITIES

- Ability to develop knowledge of relevant University policies, programs, procedures, & facilities.
- Ability to adhere to University & departmental policies and procedures.
- An ability to handle stressful situations in a professional manner.
- Ability to provide and demonstrate quality service.
- Knowledge of crisis intervention techniques with the ability to react calmly and effectively in emergency situations.

- Knowledge of law enforcement techniques, procedures and applicable laws.
- Knowledge of human resources concepts, practices, policies, and procedures.
- Ability to supervise employees.
- Outstanding interpersonal and community relations skills.
- Ability to be discrete in handling confidential and sensitive matters.
- Ability to work effectively with a wide range of constituencies in a diverse community in a variety of settings.
- Ability to make administrative and procedural decisions and judgments.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, students, faculty/staff, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LICENSES

Valid Texas driver's license with no felony records. Ability to carry a firearm. CPR Certificate

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb stairs and talk or hear. The employee must regularly lift and/or move up to 25 pounds.
- Will be exposed to situations requiring running, jumping, bending, lifting, defensive tactics, and appropriate use of force (with a variety of equipment).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderate. Is required to vary work schedule to ensure a safe campus and may be assigned to work evenings, weekends, and holidays as needed or directed. Extensive travel is expected on campus, and within the local area to meet position demands.

To apply for this position: Send your letter of interest and resume to hr@txwes.edu. Please include the title of the position in the subject heading of the email.

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Contact Us:



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