

JOB DESCRIPTION

POSITION TITLE

Director of Campus Safety

REPORTS TO:

Vice President for Student Affairs/Dean of Students

PRIMARY FUNCTION: The Director of Campus Safety is responsible for: 1) the development, implementation, and management of campus safety and security programs and services including but not limited to security, environmental health and safety, fire safety, emergency management, parking management and key control, 2) compliance with all applicable state and federal laws, rules, and regulations related to campus safety, and 3) ensuring that day-to-day security, public safety functions, and new initiatives are aligned with the College's Strategic Plan.

GENERAL AREAS OF RESPONSIBILITY:

1. Leadership and management of the Department of Campus Safety, a 24/7/365 operation; including hiring, training, direction and supervision
2. Development and maintenance of excellent working relationships with students, faculty, staff and external customers/constituents
3. Development and implementation of comprehensive public safety programs, policies, and procedures
4. Compliance with local, state and federal crime reporting mandates
5. Collaboration with local officials to address matters of mutual concern
6. Coordination with internal/external emergency response protocols and/or agencies
7. Development and administration of the departmental budget
8. Continuous improvement in departmental services to meet or exceed internal and external customer expectations
9. Supervision of the Manager of Environmental Health & Safety, who plans, implements, promotes, evaluates, and directs the College's environmental, health, and safety programs, and all other staff
10. Oversight of the key control program for all academic and administrative buildings
11. Other tasks as assigned by the Vice President for Student Affairs/Dean of Students

Qualifications: Bachelor's Degree required – Master's Preferred; minimum of ten years of experience in safety, security, law enforcement, or related field with a minimum of five years in a supervisory capacity including personnel management; experience in administration of a comprehensive safety and security program; skilled conflict management and resolution skills; knowledge of laws, rules, codes and currently accepted principles and practices relevant to safety and security operations in an educational or public facility including OSHA, NFPA, and FEMA NIMS; valid Minnesota State driver's license.

PREREQUISITE(S):

Satisfactory results from BCA and FBI criminal background checks, physical exam, and drug testing.

KNOWLEDGE, SKILLS, ABILITIES:

1. Thorough knowledge of criminal justice, law enforcement, and higher education protocols/procedures
2. Thorough knowledge of Uniform Crime Report definitions
3. Leadership and management skills sufficient to lead a staff operating on a 24/7 schedule
4. Excellent interpersonal, problem solving, organizational, written and communication skills
5. Ability to work with local community and leadership
6. Understanding of and appreciation for current student issues
7. Ability to handle crisis situations
8. Maturity supported by a strong ethical character
9. Ability to relate to and interact effectively with diverse populations
10. Tolerance for ambiguity, sensitivity and orientation to be successful in a church-related, liberal arts institution
11. Strong background in emergency management, NIMS, and ICS

PHYSICAL DEMANDS:

Good general physical condition and mobility
Ability to walk several flights of stairs repeatedly
Ability to occasionally lift up to 70 lbs.

WORKING ENVIRONMENT:

Varied hours/schedule; typical office setting including multi-tasking; inclement weather, confined spaces, and large crowds

WORK SCHEDULE:

FTE: 1.0
Term: 12 months
Shift: Generally 8 am - 5 pm but hours are flexible to include special events and 24/7 on-call emergency response.