



Position Title:	Public Safety Chief/Director	
Reports To:	Director of Campus Support Services	
Department:	Public Safety	Job Code: 3203-01E
Prepared By/Date:	Jennifer C. Brito/6-12-2006	Job Group: PEC
Approved By/Date:	Deans of Administration/06-08-2011	Salary Grade: 15
Revised:	Martha Arrieta/06-08-2011	FLSA Status: Exempt

Summary:

This position is responsible for recruiting, training, evaluating staff, maintaining an effective campus security program to safeguard the physical facility, students, faculty, staff and visitors. The work is performed in accordance with established rules and regulations as set forth by the College. This position requires the exercise of independent judgment in the performance of duties and in the supervision of personnel.

Essential Duties and Responsibilities:

- Performs administrative work, supervising: Campus Patrol Officers, Parking Lot Attendants, Dispatchers and PBX operators
- Prepares and manages budgets, perform investigative work, and develops, implements crime prevention programs
- Responsible for reporting and maintaining Campus crime statistics in compliance with the Clery Act, and for the timely preparation of the Campus's annual Clery Act report
- Develops goals, objectives, and priorities for the department
- Manages and supervises the efforts of subordinate personnel to meet departmental objectives e.g., Communication Centers, PBX, Outreach Centers, parking enforcement, key inventory control
- Provides supervision and leadership to promote proficiency, morale, and a continuous professional image
- Serves as an integral member of the Campus Emergency Preparedness Team, including serving as the Public Safety Group Supervisor for the Campus Crisis Management Team, and serving as the Public Safety Representative on the Behavioral Threat Assessment Campus Triage Team
- Assists the Dean of Administration along with the College's Emergency Preparedness Department in the coordination of the Campus Emergency Operations Plan (EOP), works with the Dean to support Campus EOP exercises scheduled by the College's Emergency Preparedness Department, and institutes the Campus EOP as required or directed by the Dean
- Institutes and maintains financial record-keeping systems in compliance with standard business practices
- Maintains a liaison with faculty, students, staff and visitors
- Monitors crime trends and implements crime prevention strategies
- Assures investigation of traffic accidents, thefts, vandalism and related incidents and provides written reports with recommendations for prevention
- Serves as a liaison to local, state, federal law enforcement agencies concerning safety, security or law enforcement issues on the Campus
- Maintains an ongoing knowledge of policies, procedures, laws, and ordinances pertaining to public safety on College campuses
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Considerable knowledge of computer programs, having the ability to utilize those programs in the completion of the responsibilities of the position
- Considerable knowledge of generally accepted business practices for the maintenance of financial records
- Excellent oral and written communication skills
- Ability to plan and coordinate large special events
- Ability to create and maintain complex records and prepare periodic reports from those records
- Ability to coordinate multiple projects simultaneously
- Ability to develop and maintain working relationships with faculty, staff, students and the community
- Ability to engage in self-initiated problem-solving activities
- Ability to interpret written materials such as safety rules/regulations and procedural manuals

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

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 frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree and six (6) years experience three years of which must be experience in police, security, or any field related to law enforcement is required.
- Must have Incident Command Certification in ICS 100, 200, 300, 400, and IS 700 and 800, or obtain certification within two years of hire.
- Must have a valid State of Florida D Security Officer License, or be able to obtain the license within 90 days of employment, valid driver’s license, and successfully pass a background check. Security and/or law enforcement experience is essential.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name