POSITION DESCRIPTION

POSITION: Assistant Director of Security & Safety

LOCATION: Department of Security & Safety

REPORTS TO: Director of Security & Safety

GRADE: CCRIPSA 11

WORK SCHEDULE: Non Standard, 35 hours per week

SUPERVISES: Supervisory and line officers and other department personnel.

BASIC FUNCTION:

To assist the Director with the administration of the policies and procedures of campus law enforcement in a multi-campus environment to include planning, personnel development and administration, and public relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

With the Director, develop and, where necessary, publish plans and procedures regarding building evacuation, weather emergencies, strikes, traffic control, crowd control, general safety, in-service training, etc.

Assist the Director with the administration of College and department personnel policies involving hiring, daily supervision, evaluation, disciplinary action and the resolution of all problems related thereto; on a day-to-day basis.

Schedule department staff, including overtime details to assure adequate security presence at all times.

Assist with the planning and maintenance of the budget, as well as all other departmental fiscal affairs.

Develop comprehensive reports for review by the Director and Dean of Administration concerning crime statistics and security activities at the College.

Be familiar with the collective bargaining agreement of the College and participate in the administration of the department accordingly, including grievance procedures and conflict resolution.
Inspect and review the activities of subordinates, equipment and facilities condition, and maintain all records pertaining thereto; ensure the quality and efficiency of fire safety equipment and systems through personal inspection and reports of subordinates.

Patrol on foot and/or by vehicle as appropriate the building and grounds to ensure the safety and security of the occupants and contents and to review the patrol performance of the security staff; direct traffic as required.

Assist injured person(s) and, as needed, lift and carry injured person(s) to places of safety and/or medical attention.

Participate in departmental public relations efforts and the administration of in-service staff development programs.

Coordinate departmental activities with external agencies; for example, local police and fire departments for emergencies, preventive and investigative actions.

Coordinate departmental activities with College departments such as Physical Plant, Athletics, Bursar, Bookstore and Counseling for purposes of safety measures, planning events, bank runs, materials security, referrals, etc.

Participate in various College committees dealing with health and/or safety of the College community.

Coordinate and maintain the processes and documentation required by the Hazardous Waste/Right to Know legislation and the Campus Crime Awareness Act.

Responsible for or assist with the management of the key records system to include security, maintenance, distribution and record keeping.

Must be on call on a 24 hour basis.

Act as the Director in his absence.

Other related duties as required.

OTHER DUTIES:

Stand at a post to maintain surveillance of persons, buildings and grounds.

LICENSES, TOOLS AND EQUIPMENT:

Must have a valid operator's license and operate a motor vehicle.

ENVIRONMENTAL CONDITIONS:

Must be able to work in adverse weather conditions, climb stairs, stand for long periods of time and work around moving vehicles. Must be able to lift and carry injured persons.
QUALIFICATIONS:

Associate's degree in law enforcement preferred. Graduation from a Municipal Police Academy, as well as CPR and Basic First Aid required. Extensive administrative and/or supervisory experience, of which at least one year is in a college, institutional or governmental law enforcement agency, required; administrative experience in a union setting preferred. Experience using automated records maintenance and report processing packages desirable. Strong interpersonal skills and communications skills essential.

CCRI is an Equal Opportunity / Diversity Employer.

Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.

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