POSITION DESCRIPTION

TITLE: Staff Assistant to the Director

LOCATION: Department of Security & Safety

REPORTS TO: Director of Security & Safety

GRADE: CCRIPSA 7

WORK SCHEDULE: Non standard, normally Monday - Friday

SUPERVISES: May supervise other clerical staff and/or student help

BASIC FUNCTION: To assist the Director of Security & Safety with the planning for and daily operation of the department; to maintain all office business records and files.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the Director with the following:

1) employment and supervision of office personnel;
2) planning officers' daily activities;
3) budget development, control and projection;
4) purchasing and inspecting equipment and supplies, including those for fire safety; ensuring the repair or replacement of defective equipment.

Schedule annual, semi-annual and monthly building fire alarm and fire extinguisher inspections for the campuses assigned; maintain related records and reports.

Prepare reports detailing or summarizing fire safety inspections, officers' daily activities, special events coverage, etc., as required.

Responsible for dispatching and receiving all Security Department calls of both routine and emergency natures.

Responsible for required data collection and management to ensure the College's compliance with the Right to Know and Hazardous Waste
legislation for all College campuses and off-campus facilities; maintain awareness of any changes and revisions to the legislation.

Prepare and/or maintain all records mandated by the Campus Crime Awareness legislation; ensure conformity required by the Uniform Crime Reporting System.

Prepare and submit statistical data to the RI Justice Commission, Department of Education.

Perform national criminal background checks as necessary.

Assign security details for special events and/or peak student use periods such as registration, as well as arranging overtime schedules.

Invoice all departments and organizations for special events and functions which required security details.

Maintain and issue all College keys; schedule work assignments with College locksmith and perform key control inventory.

Maintain strong working relationships with internal offices such as Lifelong Learning, Athletics, Bursar, Physical Plant, etc., for purposes of ensuring adequate security details and/or reporting incidents or equipment breakdowns.

Maintain open communications with state and local police and fire departments, as well as the Registry of Motor Vehicles, either to request assistance or obtain special event support staff.

Assist the Director with the development and promotion of a strong department public relations program.

Maintain a current awareness of existing State laws, College and Department policies.

Maintain all department records and files.

Compose routine and complex correspondence.

**LICENSES, TOOLS AND EQUIPMENT:**

Must be knowledgeable in the use of computers and capable of learning the Material Data Safety Sheet software; Computer System for door access, fire alarm and burglar alarm systems; and the key management system. Will operate the base station communication control center, public address system and radio.
ENVIRONMENTAL CONDITIONS:
This position is not substantially exposed to adverse environmental conditions

QUALIFICATIONS:
Associate's degree in Business Administration required. At least 5 years of experience in a College Security/Police Department or office management position. Working knowledge of word processing and spreadsheet software. Strong communications and interpersonal skills highly desirable.

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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