DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE: DIRECTOR OF CAMPUS SAFETY AND SECURITY
PERSONNEL CLASSIFICATION: ADMINISTRATIVE STAFF, FULL-TIME
DEPARTMENT: STUDENTS AFFAIRS
POSITION SUPERVISOR: ASSOCIATE DEAN OF STUDENTS AND DIRECTOR OF RESIDENCE LIFE
DEPARTMENT HEAD: VICE PRESIDENT FOR STUDENT LIFE AND DEAN OF STUDENTS

PRIMARY RESPONSIBILITIES/DUTIES:

Responsibility: To protect and preserve the College’s assets and resources (human, financial, physical, technological, and informational) through effective leadership and coordination of comprehensive campus safety and security programs.

Duties:

- Perform an annual campus-wide safety audit (including facilities and grounds, employee behavior, student needs, community perspectives, and wider concerns pertinent to higher education) and recommend improvements.
- To develop and manage effective policies, procedures and training for items that pertain to safety and security, including (but not limited to) ID cards, smoke detectors, fire extinguishers, first aid kits, (AED), etc.
- To supervise security staff.
- To develop and oversee the application of parking policies on campus, including enforcement of College parking rules.
- To manage the CS-Gold door security system on campus.
- To provide leadership and direct assistance for the College during events that involve safety or security, by developing, coordinating and managing the crisis management and recovery protocols for all areas, including (but not limited to) emergency plans, website and notification procedures (SCOTS ALERT and LOUD SPEAKERS), and training of staff, and management assistance.
- Develop high level cooperative relationships on campus and in the community (public safety, emergency response services, department of health, etc.) to ensure participation and efficient and effective response in safety and crisis management efforts.
- Research, develop and offer Safety and Security programs to the campus community.
- Serve as a resource for requirements of laws and regulations such as Americans with Disabilities Act.

January 20, 2015
• Serve as the liaison for the College to area safety and security groups, including law enforcement, health, and other local, State, and federal agencies as appropriate.
• Assist the Associate Dean of Students in complying with the Jeanne Clery Act requirements, including posting timely warnings and keeping the Campus Crime Log updated.
• Coordinate and oversee the photographing and issuing of all ID cards to students, faculty and staff.
• Incident investigation duties and reporting as assigned.
• Other duties and special projects as assigned.

QUALIFICATIONS:

• Experience in the field of security, including experience in dealing with crises, working collaboratively with others in anticipating and responding to problems, and developing solutions that enable an institution to effectively anticipate and manage problems.
• Bachelor’s degree required; additional education desirable.
• Excellent oral and written communication skills; the ability to communicate effectively with a wide range of constituents associated with a college.
• Ability to combine big-picture analysis and perspective with attention to detail and effective follow-through.
• Ability to respond effectively in emergencies, blending leadership and collaboration as appropriate.
• A skilled problem-solver who is able to develop and implement solutions that are consistent with the values, goals and needs of a residential, academic community.
• Ability to provide a high level of service to all stakeholders; capability of generating confidence and engaging others in shared problem-solving.

GENERAL EXPECTATIONS OF POSITION: Regular attendance on the job is an essential function of the position. Maintain office hours as needed or assigned. Conduct is expected to be professional and courteous. Work additional hours as necessary to successfully carry out all position responsibilities and to achieve the position’s goals and expectations. Work weekends and evenings as necessary. Maintain confidentiality. Conduct is expected to be professional and courteous. Instructions and assignments are to be carried out in a manner that promotes and is consistent with the intrinsic goals of Monmouth College as well as the terms and conditions of the Monmouth College Statement of Athletic Philosophy. All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

ADDITIONS, AMENDMENTS, AND DELETIONS: The whole or any portion of this description may be added to, amended, or deleted at any time by the position supervisor, department head, or the President.