



CHIEF/DIRECTOR OF CAMPUS SAFETY

Campus Safety

POSITION SUMMARY

Reporting to the Vice-President and Chief Operating Officer, the Chief/Director provides leadership that ensures that the Campus Safety department provides a safe and inclusive living and learning environment for all Occidental College community members. The Chief/Director of Campus Safety is responsible for the comprehensive operations of Occidental College's safety and security programs and services. The Chief/Director leads an unarmed, unsworn staff of 13 (including officers, shift supervisors, and dispatchers/controllers), as well being responsible for developing, managing, and administering routine and critical incident management response, fire safety training, emergency preparedness training and response, campus safety and crime prevention programming, environmental health and safety, parking management, key/access control programs, and compliance with all applicable local state and federal laws, rules, and regulations related to campus safety and reporting requirements.

GENERAL DUTIES AND RESPONSIBILITIES

The Chief/Director is actively engaged with the campus and local community, and works collaboratively with students, faculty, administrators, and other internal and external constituents to promote a safe and secure environment utilizing effective community engagement models, philosophies and practices.

The Chief/Director plans, directs, and evaluates all activities of the department, ensuring compliance with laws and local ordinances, and develops, implements, and monitors the effectiveness of campus safety policies and procedures. This includes collaboration with and maintaining a cooperative relationship with the Northeast Division of the Los Angeles Police Department to proactively address matters of mutual concern.

In addition to hiring, training, and supervising staff, the Chief/Director manages the departmental budget and is responsible to track, evaluate, and report incident and crime statistics in compliance with College, state, and federal reporting responsibilities. In addition, the Chief/Director maintains an awareness of best practices and national trends related to safety/security and legal issues impacting postsecondary education.

The Chief/Director will work closely with Student Affairs to support student growth holistically through developmental and educational co-curricular programs and services, and focus on supporting a culturally diverse and collegial community, residential education programs, mental and physical wellness, spiritual growth, safety, clubs, trips to explore Los Angeles, and opportunities to contribute and share their passions with others.

SUMMARY OF SPECIFIC DUTES, RESPONSIBILITIES AND GOALS

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

- Leadership and management of the Department of Campus Safety, a 24/7/365 operation; including hiring, training, direction and supervision
- Development and maintenance of excellent and inclusive working relationships with students, faculty, staff, and other College constituents
- Development and implementation of comprehensive public safety programs, policies, and procedures
- Supports Clery Act requirements
- Provides leadership regarding emergency preparedness initiatives
- Collaboration with local officials, including LAPD and fire department officials, to coordinate services and response where appropriate
- Administration and oversight of the departmental budget
- Continuous improvement in departmental services to provide best practice services, in a sensitive and inclusive manner
- Assist the Environmental Health & Safety Manager to plan, implement, promote, evaluate, and direct the College's environmental, health, and safety programs and key/access control program for all academic and administrative buildings
- Responsible for the proper planning and staffing of special events to reduce risk at the event with appropriate security and staffing cost for the event and venue selected

QUALIFICATIONS

- Bachelor's Degree required
- Minimum of ten years of management or administrative experience in safety, security, law enforcement, or related field with a minimum of five years in an administrative role interpreting and implementing policy; 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
- Preferred experience working with a diverse college student population, in a small residential college community
- Values community engagement, and a developmental, educational, community engagement model and philosophy
- Due to the on-call nature of the position, must live on or near the College campus.
- Thorough knowledge of Uniform Crime Report definitions
- Leadership and management skills sufficient to lead a staff operating on a 24/7 schedule
- Excellent interpersonal, problem solving, organizational, written and communication skills
- Ability to work with local community and leadership
- Understanding of and appreciation of current trends in higher education regarding campus safety and security functions
- Ability to handle crisis situations
- Strong background in emergency management, NIMS, and ICS
- Good general physical condition and mobility
- Varied hours/schedule; typical office setting including multitasking; inclement weather, confined spaces, and large crowds
- Advanced Post Certification preferred
- CPR Certification required
- Valid California State driver's license

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to **resumes@oxy.edu**.