

University of La Verne

Director of University Safety Operations

Job Description Summary:

The University of La Verne is a private not-for-profit university founded in 1891 located in La Verne, California. The core values that we live by are Ethical Reasoning, Diversity and Inclusivity, Lifelong Learning, and Community and Civic Engagement.

>>>If you're passionate about these values, join us at the University of La Verne!

Reporting to the Vice President of HR, IT, Facilities & Safety, the Director of University Safety Operations provides leadership and strategic vision for Campus Safety, University Emergency Preparedness, and Parking and Transportation.

Oversees and manages the training, planning, operations and personnel activities for these areas to provide a safe and secure campus environment. Ensures a philosophy of restorative practices and community policing.

Facilitates and encourages respect for the law, campus safety, and institutional policy. Provides a safe environment to foster student learning and development within higher education setting.

Specific Duties:

- **Safety & Security:** Oversees, manages and provides strategic vision for campus safety operations in the field to ensure policies and programming protocols are fully executed to preserve a safer campus environment. Develop and maintain strong working relationships with internal University constituents and external agencies regarding safety and security operations. Serves on the Behavioral Intervention Team for security perspective. Model, advocate for and train Campus Safety team in Restorative Practices, Community Policing methods, and Student Development within a higher education setting.
- **University Emergency Preparedness:** Coordinate emergency and non-emergency activities and ensure that proper policy and procedures are followed. Work closely with Facilities, the Office of Risk Management and the Safety Committee and serve as liaison during emergencies and disasters such as fires and earthquakes; respond to hazardous materials spills, industrial accidents, and emergencies and take appropriate action; investigate unusual conditions and take immediate action to reduce danger; notify appropriate departments. Provide training for University senior leadership on emergency operation center (EOC).
- **Compliance:** Oversee the university's compliance, reporting, and commitment to meet all requisite elements of the Jeanne Clery Act, Annual Security Report, Kristin Smart

Act, Campus Fire Safety Act, and Incident Command Systems. Work closely with the Office of General Counsel and provide direct support for compliance efforts and the University Emergency Preparedness Plan and programming. Ensure compliance Kristin Smart Act MOU with Police Departments (handling of Title IX/VAWA). Serve as a designated Campus Security Authority (CSA).

- **Parking and Transportation:** Oversee operations and management of University parking and transportation efforts, including but not limited to enforcement of the parking permit and citation regulations, leading the parking committee, and interfacing with the University community on parking policies and practices. Oversee the University's fleet of shuttles, vans, carts, and other vehicles, ensuring they are operating safely and are kept in appropriate mechanical conditions. Oversee the shuttle service.
- **Personnel:** Supervise the Campus Safety and Transportation & Parking management team. Manage the recruitment, selection, training, equipping, scheduling, payroll and development of personnel. Evaluate and conduct performance evaluations; manage department's personnel corrective actions. Maintain all relevant certifications and licensing as warranted and/or chosen by the university. Develop and oversee contractual agreements for supplemental staffing as needed.
- **Relationship Building:** Provide leadership for Town-and-Gown relationship between University and local cities, police departments, fire departments and other emergency and safety response agencies as related to safety and security. Engage in pro-active relationship building with University offices, staff, faculty and students. Proactively interact with students groups and organizations on campus to develop and build positive relationships between Campus Safety and the student body.
- **Budget & Finance:** Manage budget funds and accounts to fully and effectively utilize the financial resources provided by the university and external partners to successfully meet and exceed programming objectives. This includes the forecasting and direction of budget allocations for staffing, equipment and materials, training and technologies. Manage budgetary adjustments and augmentations in an effective manner.

- Perform other duties as assigned

Minimum Qualifications:

- Supervisory experience in a public safety or relevant security field
- Experience progressive and successful law restorative practices and community policing
- Record of previous training for CPR /AED /First Aid
- Strong verbal and written communication skills

- Strong customer service
- Ability to problem solve
- Fiscal/budget management experience
- Training or certification in emergency response preparedness
- This position requires obtaining and reviewing motor vehicle records (MVRs) prior to or during consideration of application as well as ongoing review through California's Electronic Pull Notice (EPN) Program. This position is contingent upon meeting and maintaining acceptable and satisfactory driver's driving records.

Professional Certifications, Training, and Required Licenses:

- Penal Code 832—Arrest & Search
- FEMA Incident Command Course Modules 100HE, 200,700, and 800
- POST Certificatons (Basic through Supervisory) required; additional POST certifications (Management, Executive) highly desired.
- Pass CORI (criminal background check); Pass medical and psychological exam; pass financial

background check

- Record of previous training for Anti-Harassment and Sexual Misconduct prevention
- Satisfactory initial and bi-annual Livescan required

Preferred Qualifications:

- Experience in a college/university setting.

Management experience in a public safety or security field

- Knowledge of Clery Act and Annual Security Reports
- Knowledge of restorative justice and community policing
- Best practices in emergency operations and preparedness
- Knowledge of parking and transportation policies and practices
- Masters Degree

Location: La Verne Central Campus

Special Instructions:

To be considered for this position please visit our web site and apply on line at the following link: <http://apptrkr.com/1320514>

Institutional Profile

Located in Southern California, the University of La Verne offers a distinctive and relevant educational experience to a diverse population of students, preparing them for successful careers and a commitment to lifelong learning across the liberal arts and professional programs. The academic units of the not-for-profit university include the College of Arts and Sciences, the College of Business and Public Management, the LaFetra College of Education, and the College of Law. The university offers both undergraduate and graduate programs, including degree programs tailored for working adults. The university's central campus is located 30 miles east of Los Angeles in the historic Old Town section of La Verne, a city with a population of approximately 35,000 at the foothills of the San Gabriel Mountains. The university also has eight regional campuses throughout California and the College of Law campus in Ontario, California. The university is classified as a Carnegie Doctoral Institution with moderate research activity. Core values are reflected throughout all curricular and co-curricular programs, its emphasis on close professor-student interaction, personal support of its students, and its diversity.

The University of La Verne prides itself in being reflective of the diversity of Southern California. Approximately 80 percent of its nearly 8,500 students come from diverse backgrounds and the U.S. Department of Education has designated the university as a Hispanic Serving Institution (HSI). With 80,000 alumni, the university fulfills a critical community function in educating students from underserved populations, many of whom are the first generation in their family to attend college.

The University of La Verne is an equal opportunity employer and does not discriminate against employment or employees on any basis prohibited by state and federal law. University of La Verne hires and promotes individuals based on their qualifications and is consistent with applicable state and federal laws, without regard to race, color, religion, gender, disability, medical condition a or sexual orientation

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