

Job Title: Executive Director of Safety and Security

Department: Public Safety

Campus: Stockton

Posting Number: 201301562P

Full or Part Time: Full Time

Number of Months: 12

Work Schedule: Work performed during standard business hours. May be required to work outside standard office hours and weekends.

Open Date: 02/28/2019

Open Until Filled: Yes

Special Instructions to Applicants: For first consideration please apply before April 4, 2019.

Position Summary Information

Primary Purpose

The Executive Director of Safety and Security will provide strategic direction and leadership for the overall administration and coordination of the Safety and Security program for the University of the Pacific including oversight, security, public safety, crisis management, and emergency services on all University campuses. Works collaboratively with students, local Deans, Campus Directors, faculty, and administrators to create caring, supportive, and engaged campus communities that integrate student learning, growth, and development.

Essential Functions

1. Promotes a sense of confidence and trust in the Department of Public Safety, its employees and throughout the University Community.
2. Places the highest priority on those service activities that protect the University students, faculty, staff and property and responds to call for service in a positive way.
3. Set overall strategic direction of the departments and develop and implement short and long range goals and objectives.
4. Oversees, plans, implements and provides direction in the operational functions of safety and security program to ensure compliance with all Public Safety procedures, University regulations, local Police General Orders, state and local laws.
5. Develops, implements, and evaluates school and office safety programs and activities.
6. Develops, maintains, and implements emergency preparedness plans.
7. Utilizing best practices, continuously develops and implements innovative polices to support the department's emergency and crisis protocols and provide a safe climate on all University campuses.
8. Develops rules and procedures governing safety and security matters.
9. Directs responses to emergency incidents in coordination with members of the Pacific Alert Team.
10. Collaborates and serves as a liaison to federal, state, and local law enforcement and emergency response agencies, interacting and developing collaborative relationships with them.
11. Provides security and emergency training for all levels of the University.
12. Provides leadership during critical incidents by using the Incident Command System model of standard response.
13. Oversees department operations and supervises staff in a manner that helps in fulfilling the University Mission Statement and is aligned with the University's values.
14. Develops employee interpersonal communication skills that show courtesy, compassion, concern, sensitivity and interest in our interactions with people including trauma-informed techniques.
15. Hires, trains and effectively evaluates the performance of security and safety personnel on an on-going basis.

16. Collaborates with staff to identify professional goals, create and execute development plans.
17. Enforces the laws as necessary while retaining the discretion to invoke the spirit of the law when appropriate.
18. Maintains a professional level of competence in all law enforcement duties to include Public Safety procedures, University regulations, local Police General Orders, state and local laws and the use of equipment related to police duties.
19. Prepares annual budget and approves subsequent modifications and transfers.
20. Directs and conducts internal investigations of incidents. Coordinates the compilation, analysis, and completion of reports. Reviews reports of investigations and recommends follow-up actions as appropriate.
21. Provides advice, consultation, and guidance regarding building security matters such as appropriate lighting and signage, security and surveillance systems, and student, employee and visitor identification systems.
22. Serves as an active participant in Student Life leadership, including collaboration across the Student Life and beyond.
23. This position serves as Campus Security Authority (CSA) as outlined by the Clery Act. CSAs have federally mandated responsibilities to report crimes that are reported to them. The incumbent also develops and implements policies and protocols to ensure compliance with local, state, and/or federal agencies as related to the programs and services within the offices including all documentation required for Clery reporting.
24. Performs other duties as assigned or requested.

Minimum Qualifications

Education/Work Experience/Certifications:

- Ten (10) years experience in a University or Municipal Police Department.
- Bachelors Degree or equivalent number of academic units from an accredited university or college.
- Graduation from a Police Officer Standards and Training (P.O.S.T) approved police academy.
- Must be able to interpret and apply federal, state, and local policies, procedures, laws, and regulations including familiarity with all areas of Title IX.
- Possesses the skill to effectively train, advice, coach and mentor staff and provide positive and motivational leadership.

Preferred Qualifications

- Masters Degree from an accredited university or college.
- Intermediate and advanced P.O.S.T Certificate.
- Related Professional Certification (i.e. Peace Officers Standards and Training Management Certification).

Knowledge, Skills, and Abilities:

- Strong ability to develop, evaluate and implement policies and practices for providing effective and efficient safety and security services.

- Strong ability to manage and deal tactfully and effectively with the public and gain cooperation through discussion and persuasion; ability to accurately observe and recall incidents and situations encountered and act quickly and calmly in emergencies.
- Ability to analyze problems, identify alternative solutions, and exercise good judgment in evaluating situations and making decisions.
- Ability to establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Ability to develop and manage budget and expenditures.
- Must be excellent in oral and written communications skills in order to carry out duties and responsibilities.
- Must possess reputation for honesty, candor and high ethical conduct.
- Positive attitude, proven ability to work successfully with diverse populations and demonstrated commitment to promote and enhance diversity and inclusion.
- Is knowledgeable in university safety and security best practices and is comfortable with innovation.

Physical Requirements

The physical demands described here are representative but not definitive of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires extended periods of sitting and repetitive hand/wrist motion while using computer keyboard and phone. Constant verbal and written communication. Occasional standing, walking across campus, climbing stairs, stooping and reaching. May be required to lift up to 25 pounds.

Work Environment/Work Week/Travel:

Work is performed in both a standard office environment and an outdoor environment that may include exposure to adverse weather conditions and to potential personal danger. Work performed during standard business hours. May be required to work outside standard office hours and weekends.

Valid driver's license required. Incumbent must also be able to meet the University's fleet rules and be eligible to drive for University business. The University and its insurance carrier reserves the right to exclude applicants based on their driving record.

Hiring Range

Commensurate with experience, exempt

Background Check Statement

Applicants who are selected as final possible candidates must pass a criminal background check.

AA/EEO Policy Statement

University of the Pacific is an affirmative action and equal opportunity employer dedicated to workforce diversity. In compliance with applicable law and its own policy, Pacific is committed

to recruiting and retaining a diverse faculty and staff and does not discriminate in its hiring of faculty and staff, or in the provision of its employment benefits to its faculty and staff on the basis of race, color, religion, national origin, ancestry, age, genetic information, sex/gender, marital status, military and veteran status, sexual orientation, medical condition, pregnancy, gender identity, gender expression, or mental or physical disability.

For more information and to apply, visit: <https://apptrkr.com/1406999>