

Executive Director for Public Safety and Transportation

Saint Mary's College of California

Salary

Depends on Qualifications

Location

CA 94556, CA

Job Type

Full-Time

Department

STUDENT LIFE DEPARTMENT

Job Number

2015-1602206

Closing

5/15/2019 11:59 PM Pacific

Background

Founded in 1863, Saint Mary's is a residential campus nestled 20 miles east of San Francisco in the picturesque Moraga Valley. Based in the Catholic, Lasallian and Liberal Arts traditions, Saint Mary's currently enrolls more than 4,000 students from diverse backgrounds in undergraduate and graduate programs. The De La Salle Christian Brothers, the largest teaching order of the Roman Catholic Church, guide the spiritual and academic character of the College.

As a comprehensive and independent institution, Saint Mary's offers undergraduate and graduate programs integrating liberal and professional education. Saint Mary's reputation for excellence,

innovation, and responsiveness in education stems from its vibrant heritage as a Catholic, Lasallian and Liberal Arts institution. An outstanding, committed faculty and staff that value shared inquiry, integrative learning, and student interaction bring these traditions to life in the 21st century. The College is committed to the educational benefits of diversity.

Responsibilities

Executive Director, Public Safety and Transportation

Provide leadership for the Public Safety Department personnel and operations in a manner than enhances the quality of campus life and the Mission of Saint Mary's College of California. This position reports directly to the Vice Provost for Student Life.

1. Administration: Develop goals, objectives, policies and priorities for Public Safety.

- Recruit, direct, train and supervise personnel and evaluate the work of officers, sergeants, and other employees in Public Safety. Develop personnel schedules for shifts, or working units that provide optimum effectiveness in terms of current situations and circumstances in governing deployment.
- Supervise, coordinate and implement the annual budget for Public Safety. Plan for the review specifications for new or replacement equipment. .
- Prepare and present effective oral and written communication material and annual reports relating to the activities of the public safety to the Vice Provost for Student Life. Prepare a number of other reports as appropriate.
- Collect data for, compile and publish the Clery Annual Report as well as distribute the report to all members of the College Community through hard copy reports and electronic reporting. Serve as the Colleges point person for the US Department of Education regarding submissions of the Clery Report and respond to questions regarding its preparation.

2. Public Safety: Develop and coordinate, supervise and evaluate the activities and personnel of the Public Safety Department according to the mission to preserve order, protect life and property and enforce regulations and policies of the College. Coordinate and cooperate with County, State and Federal law enforcement officers as appropriate where activities of the Public Safety Department are involved. Ensure that laws, ordinances and College Rules and Regulations are enforced and that the public peace and safety is maintained.

3. Emergency Preparedness: Perform emergency/disaster management responsibilities to ensure the College is adequately ready to respond in the event of an emergency/disaster by performing emergency planning, training, and management. Serve as member of the campus Incident Management Team and Incident Command, committees that are responsible for formulating strategies, guidelines, policies and protocols for responding to emergencies resulting from fire, floods, storms, earthquakes, hazardous materials and other threats to human safety. Coordinate emergency planning with the Town of Moraga and the cities of Orinda and Lafayette Police Departments.

4. Transportation Demand Management: Oversee the implementation of the various aspects of the auxiliary-funded Transportation Demand Management System, including but not limited to shuttles, carpooling and parking. Responsible for the management and direct oversight of the parking system, including operations, security, administration and enforcement. Review and make determinations in the Citation Appeals process. Assist with planning for construction of parking lots, garages and facilities by meeting with other departments and contractors. Review design and operation of current lots.

5. Community Relations: Working collaboratively with the director of government and community relations and the director of media relations, cultivate and maintain good community relations with the Town of Moraga and surrounding communities in Lamorinda. Meet with elected

or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of Public Safety activities. Cultivate and maintain positive relationships with the police chiefs of Moraga, Lafayette and Orinda as well as the fire chief and other command personnel of the Moraga-Orinda Fire District. Develop and maintain productive relationships with the Associated Students of Saint Mary's College, student organizations and staff and faculty groups. Work closely with the Offices of Community Life, Residential Experience and Human Resources. Liaison with neighborhood individuals and groups regarding noise complaints reported to the College or by SMC Community members.

6. Student Life: As a leader in the Student Life division, interact and meet regularly with other Team members in support of the goals of Student Life. Participate in division wide retreats and other meetings. Meet regularly to discuss, review, evaluate, support and participate in Student Life programs (examples: New Student Family Programs, First Year Experience, Orientation class projects, Student of Concern and weekly "Week in Review" meetings).

7. Other Duties as Assigned Active and participating member of the following groups and committees: Annual Commencement Committee, Campus Facilities Planning Committee, Parent Orientation, New Student Orientation, Week of Welcome and New Staff Orientations. Other duties assigned by the Vice Provost for Student Life.

Experience and Qualifications

QUALIFICATIONS:

Education:

REQUIRED:

- BA/BS in Administration of Justice or Public Administration.
- Graduate of the FBI National Academy and/or POST Command College.

PREFERRED:

- MA/MS in Business Administration or Criminal Justice

Experience: (years required and applicable field of experience):

- Ten years of progressively increasing responsibility and experience including five years in a management/leadership capacity within a police department, campus public safety department or in private industry.
- Demonstrated awareness of legal issues in higher education and developmental issues relative to College students, faculty, staff and administration.
- Proven record of innovative and collaborative problem-solving.
- Demonstrated ability to effectively work in and support a diverse community.

Skills/Abilities: (e.g. computer skills, written & verbal skills, trades, laws, procedures, technical)

- Computer skills to include: MS Word, MS Excel, MS Power Point and e-mail.
- Excellent written and verbal skills.
- Ability to use and operate a Two-Way radio, safely operate a motor vehicle.
- Able to respond to routine and emergency calls for service or confrontational situations in a calm, conciliatory, yet direct manner; ability to interact with a variety of individuals.
- Physically able to perform the duties of the job which may include (but are not limited to): walking, standing, sitting, running, lifting, bending, twisting, restraining and handcuffing individuals.

Licenses & Certifications (e.g. CPA, RN, etc.):

REQUIRED:

- California Driver's Licence, Class "C", Peace Officers Standards and Training POST)
- Management Certificate, First Aid, CPR, AED.

PREFERRED:

- POST Executive Certificate.

Other Requirements: (e.g. travel, weekend/evening work) Uniform required.

- Some travel required, some nights/weekend work, on-call 24/7.
- Pre-employment screenings may include drug screen, reference checks, physical exam, full criminal history background and a complete driving history check.

Supplemental Information

Application Instructions: Please apply online at <http://jobs.stmarys-ca.edu>

Include a cover letter that specifically addresses how you meet the qualifications and **are prepared to support the mission of the College**

1. A resume
2. The name and contact information for three (3) professional references.
3. In applying for a position, candidates sign a consent authorizing a broader inquiry which may include reference checks, a motor vehicle check, and a third party background check.

Saint Mary's is an equal employment opportunity employer. We support inclusive excellence and are committed to creating a safe and welcoming community for all.

College policy prohibits discrimination based on race, color, religion, national origin, ancestry, age, gender, sexual orientation, marital status, medical condition, physical or mental disability, gender stereotyping, and gender identity, taking a protected leave (e.g. family medical or pregnancy leave), or on any other basis protected by applicable laws.

Saint Mary's College annually collects information about campus crimes and other reportable incidents in accordance with the federal Jeanne

Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. To view the Saint Mary's College Report, please go to the Public Safety website at <http://www.stmarys-ca.edu/public-safety/annual-security-and-fire-safety-report-0>. To request a paper copy please call Public Safety at (925) 631-4284. The report includes the type of crime, venue, and number of occurrences.

To apply, visit: <https://apptrkr.com/1439329>