



**POSITION: Director of Campus Safety and Security**

**DEPARTMENT: Office of Campus Safety and Security (OCSS)**

## **POSITION SUMMARY**

The Director of the OCSS is responsible for the day-to-day command and administration of the OCSS. The Director of OCSS will ensure that the department personnel and resources are effectively and efficiently managed. The Director will ensure that the policies and procedures of the department are maintained and followed properly in order to achieve the goals of the department and University.

## **RESPONSIBILITIES**

- Manage the overall operation of the OCSS.
- Hire and supervise the Safety and Security officers.
- Directly supervise the OCSS leadership team.
- Help develop and manage the OCSS Budget for efficient operations. Align the departments goals and values with the University's goals and values.
- Communicate professionally and timely with the University constituents regarding safety and security information as well as training.
- Work collaboratively with all departments of the University in providing safety and security for the University community as well as with providing training and awareness for crime prevention. Build good relationships and work closely with other departments on campus, especially Campus Ministry & Student Engagement, Title IX and Personnel Services.
- Attend regular meetings with each University department's leadership.
- Participate on University task forces and teams as assigned.
- Assign and review all required reports including licensing, SLED certifications and the Clery Report.
- Develop a schedule for and provide training programs for all officers.
- Review and publish department policies and procedures.



- Ensure all University policies are enforced, and violations are properly reported to the appropriate department within the University.
- Maintain an incident reporting and tracking system which will provide access to information necessary for appropriate leadership in other departments to follow up on policy violations, provide consistency within the department, and provide statistics for the University effectiveness reporting in evaluating.
- Develop a plan to inventory and ensure all department equipment and vehicles are maintained in good working order. Establish and maintain the lifecycle of equipment to plan and budget for replacement.
- Maintain a high level of Christian character and professionalism as an example of Christ centered service within the profession in furtherance of the University's mission of equipping transformational leaders for church and society.
- Establish and maintain excellent public relations with the campus community. Be visible and accessible to the campus community.
- Build and maintain good relations with local law enforcement and emergency response agencies such as Greenville County Sheriff's Office, Greer PD, Travelers Rest PD and Tigerville and Greer Fire Departments.
- In conjunction with University Operations review, develop as necessary, and train for implementation of Emergency Operating Procedures that relate directly to the Safety and Security of the University Community.

## **QUALIFICATIONS**

- Minimum of an associate degree preferred. Preferably a degree in Management/Leadership or CJUS. A high level of experience in management and/or campus safety and security will be considered.
- At least 7 years of campus safety and security or law enforcement experience is required.
- Must become SLED certified as an armed Security Guard within 30 days of hire date.
- Must have a valid driver's license.
- Excellent written, oral, and interpersonal skills.



- Competency with basic business tools including word processing, spread sheets, and database management.
- Member in good standing at a local evangelical church.
- Support of the *Baptist Faith and Message 2000* without reservation and supports NGU's mission statement and its statement on Human Flourishing with a commitment to a Christian lifestyle and character in keeping with the biblical model.

### **PHYSICAL REQUIREMENT (*with or without reasonable accommodations*)**

- **Hearing:** Ability to hear sufficiently to ascertain threats to the campus and communicate with students, visitors, co-workers, and vendors
- **Vision:** Ability to see sufficiently to identify at close, distant and in peripheral line of views to identify and describe threats to campus and have depth perception and the ability to adjust focus.
- **Dexterity:** Grasping, feeling, writing, type and use the telephone, copier, and computer systems
- **Mobility:** Stand for long periods of time and run for short distances; move easily between buildings and all areas on campus
- **Talking:** Frequently convey detailed, accurate, and important information in a manner that can be clearly understood
- **Cognitive/Emotional:** Ability to critically think and concentrate. Must be able to adapt and respond quickly to the needs of students, faculty, and co-workers.
- **Physical Strength and Stamina:** requires lifting, carrying, and/or pushing up to 50 lbs.; climbing up to 3 flights of stairs; occasional running distance up to ½ mile; and standing and walking for extended periods of time in extreme weather conditions in required duty attire. Must be able to work for extended hours without breaks.
- **Work may involve moderate exposure** to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- **Work environment involves some exposure** to hazards or physical risks, which require following basic safety precautions.



## **WORKING RELATIONSHIPS**

- This is a full-time, exempt, position with the Office of Campus Safety and Security.

The Director of Campus Safety and Security reports directly to the University General Counsel.

## **WORK SCHEDULE**

- Normal Office Hours are 8:00am – 5:00pm Monday -Friday, however due to the nature and requirements of the position the Director of OCSS, the Director will be on-call 24/7.
- Due to the on-call nature of the position, the Director of OCSS should live within 30 minutes of campus or may be required to live on campus should on campus housing become available.

## **TRAVEL**

- Travel to our Greer campus or other NGU properties is required.
- Travel to other regional meetings will be required as necessary.

*The Job Description in no way states or implies that these are the only duties to be performed by the employee. The Director will be required to follow any and all other instructions and to perform any and all other duties as assigned by his or her supervisor.*

*Please submit your resume in the North Greenville University Application below.*