

Chief of Campus Public Safety

Overview: The Chief of Campus Public Safety is responsible for security and safety at the Southwest School of Art, including security systems and personnel, crime prevention, and security training. He/she manages all administrative activities and data, including all related local, state, and federal compliance requirements related to interviewing, hiring and training employees. He/she is responsible for planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. He/she advises the Vice President for Finance and Administration regarding security and safety in service of the institutional mission.

Responsibilities include:

- Budgetary:
 - Supervises Campus Public Safety budget
- Patrol:
 - Ensures all facilities are secure and safe for students and visitors
 - Functions as the Campus Emergency Management Coordinator during emergency incidents
 - Determines appropriate actions on emergency calls
 - Responds to situations requiring Command Level intervention
- Personnel:
 - Hires, schedules, supervises, and evaluates security personnel
 - Directs and control personnel under command to assure the proper performance of duties and adherence to established rules, regulations, policies, and patrol procedures
 - Holds department staff accountable to department/school policies, procedures, and directives
 - Conducts performance reviews and appraisals
 - Employs appropriate leadership strategies to train/mentor department staff
 - Reviews and responds to security reports, logs, and investigative case reports
 - Responsible for daily electronic timekeeping as it applies to the scope of this position
- Programming:
 - Create, establish, and maintain departmental mission and initiatives
 - Oversees all campus Health, Safety, and Security program initiatives
 - Create, approve and promote policies, procedures, and directives in line with school and departmental initiatives
 - Effect compliance programming and reporting in accordance with the needs of the school and department as required by local, state, and federal laws
- Relations:
 - Develops and maintains relationships with campus partners, city law enforcement officials, security personnel of neighboring businesses and institutions
 - Collaborates/communicates with a variety of internal and external stakeholders on issues of mutual interest.
 - Serves as an effective, positive liaison between the Department of Campus Public Safety and all internal/external stakeholders.
 - Provides support for institutional activities and for collaborations and special events
 - Oversees, disseminates, and educates students, faculty, and staff on security policies
 - Collects and assembles data to ensure compliance with governmental regulations and institutional directives

Qualifications:

- Knowledge of and experience in security and law enforcement
- Proven leadership, organizational and management abilities
- Outstanding communication skills
- Aptitude for decision-making and problem-solving
- Ability to delegate tasks and implement changes appropriately and effectively
- Aptitude for working well with a wide range of people
- Experience in the collection and use of data and its analysis