



## Job Description Classification

**DIRECTOR OF PUBLIC SAFETY/LSC  
VSC - UP SUP BARGAINING UNIT**

**GRADE 12  
EXEMPT**

### **BASIC FUNCTION**

To direct and manage college campus security, public safety operations, and crime prevention operations.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Plan, implement, supervise, coordinate, monitor, and evaluate the specific functions and services of the Public Safety Department, including operating policies, procedures, and methods. Assist in developing and modifying services and procedures to meet legal, regulatory, institutional and community needs.
- Exercise full supervisory authority over public safety officers, clerical staff, and a large staff of student work-study and direct-hire employees. Plan and conduct comprehensive training programs and staff meetings. Confer regularly with staff to plan and coordinate activities, assign and check work, assist with unusual or difficult situations, resolve problems. Plan staffing needs, shift coverage, and work schedules.
- Maintain the campus parking plan, including management of parking regulations and spaces, manage parking violation cases, facilitate campus driver safety courses, and maintain approved drivers list in accordance with VSC and LSC policies.
- Plan, request, and administer the department operating budget. Recommend capital equipment purchases, as well as direct-hire and student work-study expenditures.
- Carry out a variety of planning activities related to public safety operations, such as developing contingency plans for handling emergency situations, planning security coverage for special events, professional and student staff training and development, and the like.
- Carry out a full range of public safety duties, and monitor operations assigned to public safety staff. Deal with a variety of problems that arise on a daily basis. Oversee/carry out appropriate follow-up and investigation of all reported incidents. Ensure that all applicable college safety and security rules and regulations, as well as state laws, are properly enforced by public safety personnel.
- Coordinate and conduct daily inspections of all facilities, ensuring completion of inspections by public safety staff and compliance with applicable codes and regulations. Report any problems to the Physical Plant Department.
- Direct fire and emergency evacuation drills in conjunction with college physical plant personnel and local fire officials.
- Maintain public safety web page and assure that all policy and crime-reporting statistic information is up-to-date, accurate, and timely. Maintain, submit, and publish annual Clery Act crime statistics.
- Investigate criminal acts on campus, serve as a campus incident investigator, and work collaboratively with other administrative staff to fairly adjudicate difficult conduct situations.

- Confer regularly with a wide range of college personnel and students, as well as local law enforcement and rescue/hospital personnel, and other community members, to plan, coordinate and evaluate services/activities, coordinate the handling of emergencies and various safety/security problems, exchange information, and the like.
- Manage and coordinate central college communication systems, including paging systems, radio system, and after-hours switchboard.
- Plan and administer appropriate departmental records systems.
- Prepare various administrative/operations reports.
- Work occasional weekend and night shifts when needed, and be available via pager or cellular telephone, as provided by the VSC UP contract.
- Keep abreast of new developments/changes in the field of campus public safety, including crime reporting, fire and safety and security codes and standards, innovations in campus public safety, and the college student culture.

### **SUPERVISION RECEIVED**

General supervision is received from the Associate Dean for Student Affairs.

### **SUPERVISION EXERCISED**

Administrative and functional supervision includes one to three staff members, as well as a large number of student employees.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in criminal justice or law enforcement with three to five years of experience, or an associate's degree plus five to seven years of relevant training and experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of knowledge and skills related to college security, safety, law enforcement, and investigation. Ability to effectively investigate accidents, violations of College policies/rules/regulations and emergency situations.
- Broad base of administrative, supervisory, and communication skills.
- General knowledge of fire prevention and fighting methods and techniques.
- First aid training required. EMT training preferred.
- Familiarity with relevant criminal and civil laws.
- Willingness to submit to a criminal background check with a finding of no felony convictions.
- Ability to respond quickly to emergency situations at all locations on campus.
- Training or experience in handling intoxicated individuals and investigation of crimes related to sexual assault.
- Ability to deal with a broad range of individuals/groups, including: students, College employees, townspeople, town officials and law enforcement officials within and outside of the College, often under stressful, dangerous and/or emergency conditions, and often in the role of mediator/counselor as well as law enforcer.
- Must have a valid driver's license and a clear driving record, as defined by VSC policy.
- Experience working with college students preferred.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities, and qualifications of individual positions assigned to the classification.**

**6/06**