



**HIGHLINE COMMUNITY COLLEGE (WA)
invites applications for the position of:**

Director of Campus Safety, Security and Emergency Management

SALARY: \$65,288.00 /Year

OPENING DATE: 08/19/13

CLOSING DATE: Continuous

GENERAL SUMMARY:

This position is Open Continuous. First consideration will be given to those applications received online by Monday, September 16, 2013 at 11:59 p.m.

The Director of Campus Safety, Security and Emergency Management reports to the Vice President for Administration and provides leadership and direction in the management of the Campus Safety and Security Department and College-wide emergency management planning, training, and implementation.

ESSENTIAL TASKS:

Leadership and Policy Development - 15%

- Provide leadership, direction, and guidance on campus safety, security, and emergency management policy development and long-term planning to ensure effective allocation and use of College resources related to those issues.
- Advise Executive Staff on emerging state or national initiatives related to emergency management that affect the College and its constituents.
- Ensure College compliance with all applicable statutes, regulations, internal controls, and fiscal policies and procedures relating to higher education institution safety, security, and emergency management.
- Develop broad college-wide involvement and understanding of safety, security, and emergency management issues, plans, and activities.
- Establish and maintain collaborative relationships with emergency first responder agencies and emergency management organizations.
- Collaborate with College leadership on transportation management issues including parking policies and operations and alternative transportation modes.
- Provide leadership and direction on college wide initiatives and committees as assigned.
- Provide leadership at the state level through participation in appropriate councils of the Washington Association of Community and Technical Colleges, the State Board of Community and Technical Colleges and professional and industry associations.
- Participate and lead College-wide policy development and implementation as a member of the Administrative Services leadership team.

Management and Operations Administration - 45%

- Design and implement improved strategies that ensure that the parking operations will be self-supporting. Develop revenue and expenditure projections for current and future years.
- Ensure that college safety and security operations are customer service focused and consistent with the needs of the college community.
- Design the college emergency management and recovery plan and provide leadership for the implementation of the program.
- Coordinate college emergency communications capabilities with the technology departments and the public information staff.
- Develop and implement training on safety, security, and emergency management procedures for faculty, staff, and students including such special populations as international students, persons with limited English knowledge, and disabled persons.
- Develop annual work plans, assessment metrics and annual budget for areas of responsibility.
- Analyze crime statistics and appropriately deploy safety and security assets.
- Assure that required reports including the annual Clery report are properly prepared and published in a timely manner.
- Ensure that areas of responsibility operate effectively within the policies and procedures of the college and applicable governing agencies; and maintain fiscal integrity and budget compliance.
- Provide strategic and operational direction to achieve business and service delivery goals established in the department.
- Manage the key control program in collaboration with the Facilities and Operations Department.
- Adjudicate delegated parking enforcement appeals.

Supervision and Team Development - 40%

- Supervise the work of Campus Safety and Security Department supervisors and staff, developing individual skill and knowledge through training, coaching, support of performance initiatives, and evaluation.
- Direct the development and productivity of the Campus Safety and Security Department team by providing leadership and clearly communicating and focusing on the vision, mission and goals of the Department and the maintenance of a positive work environment.
- Develop Campus Safety and Security staff sensitivity to and understanding of the value of diversity of the College's faculty, staff and students.
- Foster partnerships with other Administrative Services leaders and staff.

COMPETENCIES:

Knowledge of:

- Emergency management planning and management including the National Incident Management System
- Security operations, crime prevention, crowd control, and safety practices and operations

- Budget preparations and control practices
- Physical inventory and control techniques
- Financial internal controls practices
- Pertinent federal, state, city and college rules and regulations
- Principles and methods of supervision and training

Abilities:

- Creative and entrepreneurial self-starter
- Collaborative and team-oriented leader able to work effectively across organizational lines
- Sensitive to and relates effectively with a wide diversity of students, faculty, staff and community members with tact, patience and respect
- Establish and maintain cooperative relationships with all components of the college community and the public
- Anticipate safety and security services needs of staff, students, faculty and other College departments
- Strong, positive interpersonal and leadership skills
- Current technology and relevant software applications
- Relate positively to staff
- Project management skills
- Financial and situational analysis
- Action-oriented

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

- Education: Bachelor's Degree in business administration, public administration or a related field.
- Five (5) or more years of progressive management experience in an emergency response agency (police, fire, 911 call center, etc.).
- At least two (2) years of experience at the supervisory level managing emergency services and administrative staff.
- ICS 300 and ICS 400 courses certification.

DESIRABLE QUALIFICATIONS:

- Experience managing security and emergency management in a higher education institution.
- Master's degree in criminal justice, public administration or related field.

SUPPLEMENTAL INFORMATION:

Your online application must include the following attachments in order to be considered complete:

- Current Resume
- Letter of Interest (Cover Letter) describing how your skills and abilities relate to this position.
- A one page Diversity Response to the following statement. Upload this document as your Diversity Response attachment as part of the application process.

How does your previous education or professional experience contribute to your effectiveness in promoting a climate of multicultural understanding and appreciation at Highline Community College?

CONDITION OF EMPLOYMENT:

Must submit to and pass a National Criminal Background Check.

Highline Community College is an Equal Opportunity Employer and operates in accordance with applicable federal and state laws and regulations. To view our Equal Employment Opportunity Policy click here <http://humanresources.highline.edu/policies/eeo.php>.

Highline Community College provides reasonable accommodations for qualified students, employees and applicants with disabilities in accordance with the American with Disabilities Act and the Federal Rehabilitation Act. If you need more information about Access Services or need accommodations, please contact the Human Resources Department at 206-592-3812 or Access Services at 206-592-3857 or access@highline.edu.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://humanresources.highline.edu/job>

Position #000225 13-01
DIRECTOR OF CAMPUS SAFETY, SECURITY AND EMERGENCY
MANAGEMENT
SW

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