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

Director of Public Safety and Emergency Management

OPENING DATE: 10/15/15

SALARY: $68,000 per year

GENERAL SUMMARY:
This position is open continuous. First consideration will be given to those applications received online by November 2, 2015.

Highline College is situated in a diverse community just 20 minutes south of Seattle where we serve a student population of over 70% students of color, representing over 35 nations and more than 100 languages. The college embraces equity, inclusion, and social justice, with core goals of Student Attainment, Diversity, Community Engagement, and Sustainability. Highline received a distinguished Award of Excellence from the American Association of Community Colleges in 2014, as well as the Higher Education Excellence in Diversity (HEED) award in 2013 and 2014. The college was also named one of the Chronicle of Higher Education's Best Colleges to Work For in 2010, 2013 and 2015.

The Director of Public Safety and Emergency Management reports to the Vice President for Administration, and provides leadership and direction in the development and management of the Public Safety Department and 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 the Public Safety Department officers and support staff, developing individual skill and knowledge through training, coaching, support of performance initiatives, and evaluation.
- Direct the development and productivity of the Public Safety 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 the Public Safety Department 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.
- Knowledge of security operations, crime prevention, crowd control, and safety practices and operations.
- Knowledge of budget preparations and control practices, and financial internal control practices.
- Knowledge of physical inventory and control techniques.
- Knowledge of pertinent federal, state, city and college rules and regulations.
- Knowledge of principles and methods of supervision and training.
- Knowledge of current technology and relevant software applications.
- Demonstrated ability to be creative and an entrepreneurial self-starter.
- Demonstrated ability to be collaborative and a team-oriented leader able to work effectively across organizational lines.
- Demonstrated ability to be sensitive to and relate effectively with a wide diversity of students, faculty, staff and community members with tact, patience and respect.
- Demonstrated ability to establish and maintain cooperative relationships with all components of the college community and the public.
- Demonstrated ability to anticipate safety and security services needs of staff, students, faculty and other College departments.
- Demonstrated ability in having strong, positive interpersonal and leadership skills.
- Demonstrated effective project management skills.

QUALIFICATIONS:

MINIMUM REQUIREMENTS:

- Bachelor's Degree in criminal justice, law enforcement, business administration, public administration or a related field.
- Two or more years of progressive management experience in a public safety environment, emergency response agency (including military service, etc.), or a security agency.

DESIRABLE QUALIFICATIONS:

- Master's degree in criminal justice, law enforcement, public administration or related field.
- ICS-300 and ICS-400 courses certification (will be required of the successful candidate within six months of employment).

SUPPLEMENTAL INFORMATION:

CONDITION OF EMPLOYMENT:

- Must pass a National Criminal Background Check.

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.
- Diversity Response Statement.

The college provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, genetic information, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types).

Highline College provides reasonable accommodations for qualified students, employees and applicants with disabilities in accordance with the Americans 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.

Persons hired will need to provide documentation verifying identify and employment authorization to work in the United States.

APPLICATIONS MAY BE FILED ONLINE AT:
http://humanresources.highline.edu/job

Position #000225 15-02
DIRECTOR OF PUBLIC SAFETY AND EMERGENCY MANAGEMENT
SW

MS 99-200 P.O. Box 98000
Des Moines, WA 98198-9800
206-592-3812

swerner@highline.edu