



T H I N K J U S T I C E

## Website Posting Announcement

**Title:** Director of Campus Safety  
**Reports to:** Vice President for Student Affairs  
**Post Date:** 3/30/10  
**Close Date:**

Screening of applications will begin immediately.

### Essential Duties and Responsibilities:

The Director of Campus Safety is responsible for all aspects of the Campus Safety and Security Department with regarding to the following:

- \_ Assumes a leadership role in engaging members of both the Security Department and the community at large in developing, implementing, and maintaining a system of community policing in which members of the community are viewed as collaborative partners with the Security Department in promoting campus safety.
- \_ Plans, directs, and coordinates the activities of Security Department personnel in preserving order, protecting life and property, and in enforcing laws and municipal ordinances.
- \_ Coordinates law enforcement functions with the activities of other city departments and law enforcement agencies.
- \_ Researches state-of-the-art security management methods, formulates and manages the administration of departmental rules, procedures and policies.
- \_ Communicates security related updates and information to the Vice President for Student Affairs
- \_ Selects, supervises, trains, and evaluates department staff.
- \_ Directs the development and implementation of a departmental in-service training program.
- \_ Reviews the evaluations of employee performance and takes appropriate action where necessary.
- \_ Prepares and administers the department budget. Coordinates departmental recommendations for the purchase of equipment and supplies; controls and accounts for financial allocations to the department.
- \_ Represents the college regarding security conferences and meetings with other public officials.
- \_ Cultivates good community relations by collaborating with residents and civic, fraternal, and other community groups.
- \_ Interacts as need with local law enforcement partners for special event assistance and emergency situations

### Minimum Qualifications:

Bachelor's degree in criminal justice or related field from an accredited four-year college or university; ten years of progressively responsible supervisory experience in police service. Considerable knowledge of the principles and practices of effective supervision and administration as it applies to police service; of other agency operations and protocols; of crime prevention, investigation, and community policing principles, procedures, techniques; and of federal, state, and local laws and their application to police activities.

### Desired Qualifications – Knowledge, Skills, and Expertise

Knowledge of college organizational structures, functions, and key personnel; knowledge of constitutional and criminal law; knowledge of law enforcement concerns not necessarily criminal in nature; knowledge of local, state, and federal laws and regulations affecting the College community; knowledge of public safety concerns

specific to Philander Smith College community; knowledge of services, and personnel of the security department; excellent oral communication and written communication skills; basic computer literacy; planning skills; organizing skills; monitoring skills; human relations skills.

Candidates that do not meet the minimum qualifications for education and experience need not apply.

**How to Apply:**

Send the following documents to: [HumanResources@philander.edu](mailto:HumanResources@philander.edu)

1. Cover letter
2. Current resume
3. Three professional letters of reference

*Philander Smith College is an equal opportunity employer and does not discriminate applicants or employees based on their age, race, sex, national origin, ethnicity, veteran status or religion. Philander Smith College is a smoke-free and drug-free work environment. Philander Smith College participates in E-Verify.*