



POSITION ANNOUNCEMENT

Job Title: Director of Public Safety
Department: Public Safety
Reports To: Vice President for Finance and Operations
Level: 9
Shift/Hours: 40 hours per week
Date Prepared: February 5, 2018

SUMMARY

This position is responsible for the leadership, administration and direction of all aspects of campus safety and security operations including investigation and reporting and related functions. Develops, plans, implements, coordinates, and directs public safety activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develops and administers a comprehensive public safety department with a goal of providing a safe learning and working environment for faculty, staff, students, and guests.
2. Coordinates with representatives from appropriate university departments and law enforcement resources to identify and address patterns or systemic problems under applicable regulations such as Title IX, Violence Against Women (VAWA) and Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (referred to as the Clery Act).
3. Serves as the institution's primary investigator for cases alleging criminal misconduct and other activities as required.
4. Assesses overall efficacy of coordination among university departments and advises administration of issues and areas requiring improvement related to campus safety.
5. Shares appropriate summaries and information with college officials regarding student conduct and compliance.
6. Communicates, educates and provides training and drills for the campus community.
7. Cultivates relationships and collaborates with a variety of campus partners and agencies to ensure seamless delivery of resources and support for students and employees.
8. Meets and communicates regularly with individuals in various departments to ensure the prompt, fair, and impartial resolution of complaints and enforcement and University policies.
9. Prepares, documents and maintains accurate records, and correspondence for concerns, investigations, and other matters related to campus safety.
10. Participates on university committees concerned with safety, conduct, and compliance.
11. Participates in ongoing professional development as well as ensures and provides ongoing training for the public safety officers.
12. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring and training; planning, assigning and directing work; addressing complaints and resolving problems.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Bachelor's degree from a regionally accredited institution with course work in law enforcement, public/business administration, psychology or related field required, master's degree preferred. At least ten (10) years relevant experience demonstrating evidence of increasing responsibility in safety and security operations. Experience in a higher education environment preferred. Knowledge of and ability to interpret federal and state nondiscrimination laws, including Title IX, the Violence Against Women Act (VAWA), the Clery Act, Students Right-to-Know and Campus Security Act of 1990, and other applicable laws, and regulations and, institution-specific policies, practices and procedures. Demonstrates the ability to identify and address conflicts of interest and bias that may interfere with impartiality in the position. Working knowledge of Microsoft Office.

TO APPLY

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.