

Director of Safety and Security

OLV Charities

POSITION SUMMARY

The Director of Safety and Security oversees the planning and direction of the operational and financial safety and security function across the OLV organizations (OLV Charities, OLV National Shrine & Basilica, and OLV Human Services) in accord with established OLVC Agreements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develops, implements, and administers programs, plans (e.g., Emergency Action/Management), strategies, policies, procedures, goals, directives, and budgeting that identify, reduce, and respond to safety and security risks and/or incidents, along with potential liabilities and exposures that might arise there from.
2. Assesses (routinely) the effectiveness and implementation of safety, security, and risk reduction programs, including plans, strategies, goals, policies, procedures, and directives.
3. Collects, analyzes, maintains, and distributes, as appropriate, data relevant to safety and security.
4. Communicates information regarding safety, security, and risk reduction programs, plans, policies, procedures, and directives.
5. Conducts or otherwise facilitates training (exercises) related to safety, security, and risk reduction programs, plans, policies, and procedures; revises and improves training, as necessary.
6. Identifies, procures, and develops materiel- and personnel-related resources to address safety and security concerns.
7. Manages large events and critical incidents.
8. Serves/represents OLV on local, regional, federal, and other safety- and security-related committees and boards.
9. Establishes, cultivates relationships, and otherwise collaborates with Federal, State, and local agencies and partners.
10. Ensures consistency with local, state, and national safety and security regulations and best practices.
11. Coordinates with local, state, and federal regulators and authorities to ensure compliance with applicable environmental protection statutes and regulations.
12. Directs/coordinates the periodic assessment/audit of facilities and grounds to determine and redress, as feasible, safety and security issues.
13. Reviews, assesses, and approves contractor safety plans and monitors execution of safety programs and procedures prescribed by contract specifications through the Director of Facilities.
14. Coordinates with school administrative staff on safety and emergency plans for OLV Elementary School and consults with other OLV-associated schools as requested.
15. As needed and/or required, prepares documentation for the purpose of providing written support and/or conveying information related to crisis/emergency situations, safety and risk management (e.g., annual board report on school safety).
16. Manages and directly supervises (as necessary) OLVC security personnel and manages the OLVC relationship with any outside security contractor.
17. Oversees ergonomic assessments, training, documentation and provides employee work environment evaluations. Provides practical suggestions to enhance workplace safety regarding proper body positioning, movement standards, and other injury prevention techniques.
18. Serves in accord with the responsibilities of an armed security guard.

19. Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

1. Conversant with best practices related to community policing, campus security, crime prevention education and training, program assessment, and coordination with external agencies.
2. Demonstrates a first-rate customer service focus with strong interpersonal, oral, and written communication and listening faculties.
3. Maintains a calm and respectful comportment under stressful conditions.
4. Responsive, timely, and professional in responses to need- and service-requests.
5. Fosters and maintains positive relationships with others.
6. Excellent organizational abilities and attention to detail.
7. Experienced in conducting risk assessments and providing recommendations.
8. Skilled at providing training/instruction to others related to safety and security.
9. Adept in delivering clear, timely feedback to others and coaching for performance results.
10. Proficient in setting and communicating expectations, assisting with the establishing of performance goals, and holding direct reports accountable to outcomes.
11. Experienced in interviewing and selecting talent.
12. Available to work evening and weekend hours and respond to emergency situations.
13. Proficient with Microsoft Office Suite (Microsoft Word, Excel and Outlook).

EDUCATION AND EXPERIENCE

1. Ten (10) years of security/law enforcement experience required
2. Five (5) years security/law enforcement supervision/management experience required.
3. Five (5) years planning and managing budgets preferred.
4. Significant experience in high-level relationship building.
5. New York State Armed Guard-Required at time of hire.
6. New York State Pistol Permit-Required at time of hire.
7. First Aid, CPR, & AED Certified- Required at time of hire
8. Valid New York State Driver's-Required at time of hire.
9. Experience in utilizing Microsoft Office products (Word, Excel, Outlook) required.

Pay range: \$75,000- \$90,000 annually, based on experience

Email resume and cover letter to: olv-careers@olvcharities.org

Or send cover letter with resume to:

OLV Charities
Human Resources Department
780 Ridge Road; Lackawanna, NY 14218