

# **Director of Campus Safety and Security OLV Charities**

## **POSITION SUMMARY:**

The Director of Campus Safety & Security is responsible for the daily oversight of the Security function across OLV Institutions (OLVI) and the development and implementation of a strategic plan to enhance the Security practices within the three organizations which consist of OLV Charities, OLV National Shrine & Basilica, and OLV Human Services. In addition, the incumbent will be accountable for developing the annual operating budget for all activities under their purview.

The Director will plan, direct and coordinate activities relating to the protection, safeguarding, and security of OLVI assets, employees, visitors, patients, and others.

The Director of Campus Safety and Security will:

1. Lead in the formulation of goals and objectives;
2. Design, implement and monitor safety and security policies, procedures, and programs;
3. Comply with federal, state, and local legal regulations; and exercise independent judgment while carrying out overall responsibilities; and
4. Provide strategic direction and leadership for OLVI security.

The Director will have responsibilities that extend throughout the OLV organization. OLVI places a premium on safety, customer service, and continuous improvement. The Director of Safety and Security will need to reflect the organization's mission, vision, and values and reflect these attributes within their leadership style.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Coordinates with school administrative staff on school safety plans, crisis management plans for all schools for the purpose of managing activities in relation to the provisions of assigned programs.
2. Responds to emergency situations for the purpose of addressing immediate safety concerns and investigates and responds to all safety concerns/issues.
3. Collaborates with other agencies (e.g. law enforcement, community professionals, etc.) for the purpose of communicating and/or receiving information regarding situations that may affect safety within the school environment to include the National Shrine & Basilica.
4. Serves as a liaison with local law enforcement agencies to monitor law enforcement issues on the school campuses.
5. Schedules, conducts and documents meetings with safety/crisis teams for the purpose of ensuring the efficient and effective functioning of the work unit.
6. Conducts safety/security audits, sends reports and verifies correction of deficiencies.
7. Directs/coordinates the periodic assessment/audit of facilities and grounds to determine safety and security issues.

8. Prepares memos, reports, drawings etc. related to safety and traffic issues on campuses and forward those to Maintenance, Facilities or other appropriate locations.
9. Prepares documentation for the purpose of providing written support and/or conveying information related to crisis/emergency situations, safety (i.e. annual board report on school safety) and risk management.
10. Develops and administers the budget for the department & works in securing grant funding which supports safety initiatives
11. Approves contractor safety plans and monitors execution of safety programs and procedures prescribed by contract specifications through the Director of Facilities.
12. Coordinates with local, state, and federal regulators and authorities to ensure compliance with applicable environmental protection statutes and regulations.
13. Participates in the development and maintenance of a Crisis Response Plan.
14. Develops and continuously improves policies and protocols to support emergency response and a safe organizational climate.
15. Builds processes that use data to evaluate safety effectiveness and drives results aligned to safety and security priorities.
16. Provides leadership during critical incidents by using the Incident Command System model of standard response.
17. Develops adequate and relevant in-service training programs for security and school personnel which supports policy enforcement, fire safety, and accident prevention in the school environment and supports other relevant in-services and training programs related to health services.
18. Effectively evaluates the performance of security and safety personnel.
19. Attends athletic events, concerts and various other school events and meetings as necessary or requested.
20. Provides weekly reports to the Executive Leadership Team and the select administrative teams on matters pertaining to security & safety.
21. Assists in the development and implementation of security plans of special events involving the facilities within the OLV Campuses.
22. Possess strong attention to detail and accuracy, ability to work effectively with a diverse group of professionals and constituents, ability to work evening and weekends as required.
23. Ability to work in a fast-paced, professional working environment, working under pressure and maintaining composure
24. Performs other duties as assigned by the Chief Executive Officer of OLV Charities or his designee

## **SKILLS**

1. Utilizes best practices related to community policing, campus security, crime prevention education and training, program assessment, and coordination with external agencies.

2. Excellent customer service skills with strong interpersonal, oral, and written communication and listening skills
3. Ability to respond to requests in a timely and professional manner
4. Ability to build positive relationships with others
5. Possesses strong organizational skills and attention to detail
6. Ability to work evening and weekend hours, and respond to emergency situations
7. Skilled at providing training/instruction to others related to Safety and Security
8. Skilled at providing training/instruction to others related to Safety and Security.
9. Skilled at providing clear, timely feedback to others and coaching for performance results
10. Ability to set and communicate expectations, assist with setting performance goals, holding direct reports accountable to outcomes
11. Skilled at interviewing and selecting talent
12. Proficient with Microsoft Office Suite (Microsoft Word, Excel and Outlook)
13. Ability to demonstrate OLV Charities' values and mission

## **EDUCATION AND EXPERIENCE**

1. Bachelor's Degree Required; Master's Degree strongly preferred- preferably in Public Administration or Criminal Justice
2. 10 years of Security/Law Enforcement experience to include 5 years supervision/management experience is required.
3. New York State Armed Guard- Required at time of Hire
4. New York State Pistol Permit- Required at time of Hire
5. First Aid, CPR, & AED Certified- Required at time of Hire
6. Valid New York State Driver's License- Required at time of Hire

**Email resume and cover letter to:** [olvc-careers@olvcharities.org](mailto:olvc-careers@olvcharities.org)

Or send cover letter along with resume to:

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