

Director of Campus Safety and Security

OLV Charities

POSITION SUMMARY:

The Director serves as the primary individual responsible for the security, safety and emergency response programs for the OLV Campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Over sees all security and safety initiatives for the OLV campus.
2. Establish and maintain liaison with local, state and federal emergency departments.
3. Responds to Emergency situations in a timely manner
4. Develops and implements best practices related to campus security operations, safety, crime prevention and emergency response planning and execution
5. Investigates and follows up on security and safety matters including timely notification to executive staff members.
6. Provides training and supervision of contract security, monitors and assesses performance and ensures that adequate staff is available to serve the needs of the campus, including special events
7. Partners with local agencies and emergency management officials, analyzing institutional capabilities and vulnerabilities, and ensuring the campus as a whole is prepared to respond to a variety of emergencies
8. Oversees the management of the Campus Access Control System
9. Coordinates fire inspections
10. Oversee video surveillance, radio communication equipment, and fire / burglar alarm repairs.
11. Make suggestions for security and safety measures in the building of new facilities
12. Implements and updates campus safety policies operating procedures, and safety initiatives including employee safety manual
13. Supervises Assistant Director and ensures they are adequately.
14. Provides staff training in active shooter and lock down situations
15. Ensures compliance with all federal, state and local regulations and standards concerning general campus safety, Campus policies, emergency response, and ongoing disclosures.
16. Ensures the terms of contracts services are met
17. Other duties as assigned.

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 build positive relationships with others
4. Ability to manage regulatory compliance efforts
5. Ability to respond to requests in a timely and professional manner
6. Ability to take initiative and problem solve issues creatively and independently
7. Possesses strong organizational skills and attention to detail
8. Demonstrate qualities that contribute to a setting where teamwork is highly valued.
9. Ability to work evening and weekend hours, and respond to emergency situations
10. Skilled at providing training/instruction to others related to Safety and Security.
11. Skilled at providing clear, timely feedback to others and coaching for performance results
12. Ability to set and communicate expectations, assist with setting performance goals, holding direct reports accountable to outcomes
13. Ability to manage direct report(s), monitor and assess job performance
14. Skilled at interviewing and selecting talent
15. Proficient with Microsoft Office Suite (Microsoft Word, Excel and Outlook) other software?
16. Ability to walk, run, climb multiple staircases, bend, stoop and carry up to 50 pounds at minimum.
17. Ability to demonstrate OLV Charities' values and mission

EDUCATION AND EXPERIENCE

1. Bachelor's degree required or preferred?
2. 8-10 years of experience in safety/law enforcement required or preferred?
3. Five years of supervisory experience is required or preferred?
4. Training in security/Law Enforcement required or preferred?
5. Valid NYS Driver's License with good driving record required
6. Valid New York State Armed Security Guard License card required?
7. New York State Pistol Permit required?
8. Knowledge of Microsoft Office products (Word, Excel, Outlook) required
9. Experience with preferred

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

Or send cover letter along with resume to:

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