

DIRECTOR OF SAFETY & SECURITY SERVICES

This position is responsible for the administration and direction of Safety & Security Services. The department operates 24 hours a day, 365 days a year. The incumbent has exposure to some risk in required response situations and is “on-call” 24 hours.

DUTIES AND RESPONSIBILITIES

Develop and administer a comprehensive public safety department with a goal of providing a safe learning and working environment.

Develop and implement department policies and procedures. Ensure policies and procedures are compliant with Hamline policy, federal, state and local regulations.

Perform and oversee investigations.

Maintain liaison with federal, state and local law enforcement, fire and safety agencies.

Develop and manage department programs, including; fire safety, weather safety, evacuation procedures, access control, CCTV, alarm systems and emergency notification.

Provide leadership and direction for department staff.

Develop procedures for hiring department personnel.

Develop and implement training programs for department staff.

Develop and implement work assignments, performance evaluation standards, rewards and discipline programs.

Develop and implement an interdepartmental communication plan (e.g. between shifts, departmental and supervisor’s meetings)

Develop and administer a comprehensive campus occupational health and safety program.

Serve as safety and health officer for the university. Develop, coordinate, implement and provide on-going direction of OSHA and EPA required programs.

Initiate or arrange for audits, assessments, testing and sampling relating to indoor air quality, asbestos, lead paint, etc.

Ensure OSHA and EPA reporting is completed and submitted as required.

Assist the University leadership in the development and direction of campus emergency response programs.

Advise and serve as a member of the Risk Management Committee, the Emergency Operations Center and the Behavior Assessment and Critical Incident teams.

Develop and implement policies and procedures for university parking enforcement systems.

Develop and manage annual departmental budget.

REQUIRED KNOWLEDGE / SKILLS / ABILITIES

- Proven skills in developing, implementing and managing safety and security operations.
- Knowledge and experience in applying best practices in safety and security.
- Demonstrated success in conceptual and critical thinking skills.
- Possess strong analytical, problem identification and conflict resolution skills.
- Ability to communicate in writing and verbally in one-on-one and group situations.
- Ability to analyze situations and recognize any safety or health hazards.
- Ability to demonstrate a high degree of personal integrity and emotional maturity.
- Ability to effectively, and discretely work with confidential and sensitive information.
- Ability to work with persons from diverse backgrounds.
- Success in building collaborative relationships.
- Ability to research and stay abreast of applicable regulations and codes.
- Use of a computer is required.

MINIMUM EDUCATION/EXPERIENCE

Bachelor's degree from an accredited college or university

5-7 years of law enforcement or security experience, including leadership.

PREFERRED EDUCATION/EXPERIENCE

Master's degree from an accredited college or university

Training in occupational and/or environmental health & safety

Experience in a university setting

Experience in occupational and environmental health & safety.

Demonstrated knowledge and skills of safety & security technology.

REQUIRED LICENSURE/CERTIFICATION/REGISTRATION

1. Valid Minnesota driver's license
2. Successful completion of required background investigation, medical exam, drug screen and forensic psychological evaluation.

To Apply:



Send a cover letter, resume and the names and phone numbers of three references to hujobs@hamline.edu

Review of resumes will begin on August 1 and will continue until the position is filled. This position may be closed upon the discretion of the university.

EOE/AA