Westminster College
Position Vacancy

Director of Public Safety

Westminster College, New Wilmington, PA, is seeking qualified candidates for the full-time position of Director of Public Safety.

The Director of Public Safety is responsible for the administration, leadership and management of the Westminster Public Safety Department to ensure the safety of members of the college community and the security of college property. They also serve as a member of the Vice President for Student Affairs’ leadership team.

Responsibilities of the Director of Public Safety include, but are not limited to the following:

Administers Department of Public Safety

1. Develops, recommends and implements departmental policies and procedures, embracing a community policing model and ensuring that policy is in compliance with all applicable laws and regulations as well as with the college’s philosophy.
2. Develops short- and long-term strategic goals for the Public Safety department. Keeps up to date on changing and/or emerging laws and trends as they relate to the department’s goals and mission.
3. Provides direct supervision of the College’s Public Safety Officers.
4. Primary responder to and coordinator of campus emergency response with 24-hour on-call responsibility.
5. Oversees campus parking, traffic control, and campus buildings access systems including key and proximity card procurement.
6. Serves as primary College contact with federal, state and local authorities in investigating possible violations of laws committed on campus by College faculty, staff, students or visitors.
8. Establishes, cultivates and maintains effective relationships with local law enforcement agencies (including local higher education institutions) as well as various members of the college community who have an impact on security and public safety operations. Serves as liaison to local, state or other law enforcement agencies concerning safety, security or law enforcement issues on campus.
9. Conducts regular safety and security inspections of the fraternity houses and follows up on inspections.
10. Develops and manages various technology-related systems in support of public safety, including card access, video surveillance systems, and alert systems. Partners with campus IT and facilities staff as necessary and appropriate. Utilizes social media as appropriate to promote public safety activities and maintain open lines of communication.
11. Serves as the primary investigator for the College’s Title IX Grievance proceedings.
12. Ensures the collection and maintenance of all statistical information related to crime on campus to comply with all reporting requirements as outlined in pertinent state and federal government regulations, including preparation and submission of the annual Clery Act Report.
13. Maintains and ensures the prudent management of the departmental budget.

Student Affairs Responsibilities

1. Develops positive and collaborative working relationships with other college departments to develop college-wide policies involving public safety or security issues.
2. Ensures the establishment, maintenance and presentation of effective crime prevention and public safety programs for college community.
3. Serves on ARISE, the coordinated community response team for sexual violence prevention. Leads the law enforcement subcommittee of this team.
4. Chairs the Campus Safety Committee.
5. Oversees all responses to complaints/incidents and reviews written reports from such complaints/incidents. Direct and oversees follow-up investigations as needed. Provides report for supervisor on incidents, investigations, and outcomes.
6. Performs other duties as assigned by the Vice President for Student Affairs.

Physical Demands

1. Ability to utilize human senses, sight, sound, touch, taste, smell.
2. Pulling/pushing a human being.
3. Lifting a human as needed.
4. Physically detaining a human being under the direction of a police officer or otherwise.
5. Walking up and down stairs.
6. Walking and running as needed.
7. Sitting and standing for extended periods of time.

Qualifications, Requirements, and Competencies

Bachelor’s degree and a minimum of five (5) years professional experience in a related field, preferably on a college campus. Excellent knowledge of laws and regulations specifically related to college public safety and security functions; familiarity with the Clery Act and its requirements. Demonstrated progressive responsibilities including having had a minimum of two (2) years professional experience at the supervisory level. Strong written and verbal communication skill; excellent managerial and organizational skills; demonstrated understanding of and commitment to issues of diversity and inclusion in higher education; must possess the ability to relate to and understand developmental issues confronting college-age students; valid driver’s license; criminal and other relevant background checks.

Supervision
The Director of Public Safety is supervised by the Vice President of Student Affairs.

To Apply
Please submit a cover letter, resume, and the names of and contact information for at least three work related references by email to SAJobApplications@westminster.edu by no later than June 14, 2021.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.