

**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 campus safety and emergency management function to ensure the safety of members of the college community and the security of college property. The Director oversees the Department of Public Safety. The Director of Public Safety carries a personal weapon and serves as an armed security officer in compliance with the DPS Weapons Policy. The Director of Public Safety serves as the Westminster College Clery administrator and is responsible for emergency management planning.

In addition to a competitive salary and benefits package, employees are eligible for dependent tuition remission and tuition exchange benefits after the first year of employment.

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

Administers Department of Public Safety

1. Develop and implement security strategies, including the development of standard operating security procedures, coordinate response to security incidents, and ensure compliance with all applicable laws and regulations as well as with the college's philosophy.
2. Recruit, train, and supervise campus safety officers. CPR/First Aid training is one required training for all DPS staff. Ensures security personnel maintain appropriate credentials, certifications, and professional development.
3. Serve as the College's primary administrator for Clery compliance, maintaining crime data, training Campus Security Authorities (CSAs), and submission of the Annual Security and related reports.
4. Serve as campus incident commander with 24-hour on-call responsibility related to campus emergencies.
5. 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.
6. Creates and co-coordinates the College's Emergency Management Plan. Conducts periodic safety and security campus audits along with ongoing review of emergency response protocols.
7. 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.
8. Oversees campus parking and traffic control.
9. Maintains and ensures the prudent management of the departmental budget.
10. 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. Must have ACT 235 certification. 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; ability to work with individuals across campus with diverse backgrounds; 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 **May 14, 2025**.

Westminster College is an Equal Opportunity Employer.