Reporting to the Director of Campus Safety, this position is responsible for management of all aspects of safety and security at Occidental College. Safety and Security operations include responding to criminal, emergency medical, hazardous, and potentially violent incidents. Works in collaboration with the Campus Deans and Directors and other administrative staff to ensure that situations are appropriately addressed and expectations of security and personal safety are achieved. Duties include planning, supervising, and coordinating security operations on a 24-hour basis; investigating and reporting on all security issues to the Director of Campus Safety; leading and participating in the provision of security services such as supervising, monitoring, training and assessing the performance of campus safety staff. Administrative and functional supervision is exercised over 12-14 staff employees.

**SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

- Oversees supervision of the operations function of the Department of Campus Safety on a day-to-day basis and for assigned shifts.
- Prepares shift schedules, approves leave and overtime use.
- Works one tour of each shift quarterly, to review problems and issues, inspect officers’ appearance, and answer specific questions or concerns.
- Recommends and participates in the immediate and future training of officers in accordance with policy. Conducts annual employee evaluations.
- Evaluates and documents employee performance and provides feedback and mentorship.
- Prepares and posts the approved duty roster each week, which includes special events and assignments as appropriate.
- Responsible for assisting the Director of Campus Safety with enacting the College’s Emergency Operations Response Plan. This includes emergency response and evacuation plans in fire incidents, bomb threats, hazardous materials incidents, natural disasters, inclement weather, infrastructure failures, and acts of terror. In the absence of the Director, serves as the representative for the college in charge of these incidents. Advises the Director of Campus Safety during emergency and disruptive incidents. Also, serves as the department of Campus Safety’s contact with community fire departments and law enforcement agencies in these incidents and keeps the Director apprised of the situation.
- Maintains and inspects equipment and uniforms.
- In coordination with the Director, the Deputy Director interacts with outside vendors to coordinate the installation, operation, and maintenance, repair of safety alarm systems, access control systems, and emergency equipment. Oversees vendors for compliance with contractual services.
- Ensures that all incident reports and operations reports are properly documented.
- Ensures the staff complies with all College and department policies and procedures.
- Attends internal/ external training courses, classes, and seminars to enhance protective services skills and knowledge.
- Provides training for faculty, students and staff on security related issues.
- Participates in the selection process of new employees.
- Recommends changes to operational and administrative policies and procedures that would improve safety and security services.
• Maintain a good working relationship with external law enforcement officials and other related agencies to obtain and exchange information.
• Provides 24-hour administrative on-call coverage of all serious incidents and activities that occur within the college, to promptly notify the Director and Dean of Students in accordance with call-in directives.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. They should possess comprehensive knowledge of the Clery Act and the associated administration and compliance requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following are requirements of the job:
• Bachelor’s degree (Master’s degree preferred) and 10 years of security or public safety experience or acceptable combination of education and experience.
• Supervisory experience and the knowledge and ability to train and motivate staff.
• Demonstrated leadership with establishing and maintaining positive working relationships with various constituent groups, including the college community, the public and governmental authorities.
• Demonstrated ability to work effectively and sensitively with individuals from a broad spectrum of races, ethnicities, sexual orientations, cultures, backgrounds and beliefs.
• Demonstrated integrity and high personal standards of conduct and the ability to maintain confidentiality on sensitive cases and projects.
• Demonstrated ability to prepare and effectively present both oral and written information concerning the activities and operations within the department.
• Ability to work with, understand and be enthusiastic about engaging a college age population.
• Must possess the ability to be certified in first aid, CPR and AED.
• Must possess and maintain a current valid driver’s license.
• Should be physically capable of walking or standing outdoors for extended periods of time.

APPLICATION INSTRUCTIONS
Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.