

WARTBURG COLLEGE

POSITION DESCRIPTION

Title of Position – Director of Campus Security & Safety

Preparation Date: March 28, 2018

Function of Position: Responsible to the Vice President of Student Life for planning, managing and maintaining security, safety, and parking programs for the college. Consults and corroborates with other vice presidents, directors, and off campus authorities i.e., law enforcement, emergency management, and fire fighting and prevention authorities in an effort to create and maintain a safe living and learning environment for students, faculty, staff, visitors and other users of Wartburg College.

Principle Duties and Responsibilities:

- 1) Establishes and maintains the college security and safety programs, with goal of compliance with applicable laws and regulations, such as, but not limited to, Clery Act, Higher Education Act amendments, EPA regulations, OSHA regulations and other state and federal regulations and laws relating to a higher education environment. (30%)
- 2) Develops and maintains 24-hour security surveillance, response and service program, utilizing full- and part-time employees trained and assigned to the Campus Security office. Reviews incident reports and daily activity logs for accuracy and follow up. Coordinates and establishes security plans for special events. Selects, trains, mentors, and evaluates employees. (30%)
- 3) Manages college parking program; assigns parking assignments and administers and directs the parking enforcement program. (15%)
- 4) Manages budgets for security, parking, and safety. (5%)
- 5) Coordinates with local, state, and federal law enforcement agencies, as well as other emergency services on legal, safety and related areas. (3%)
- 6) Serves as emergency management coordinator for the college's emergency management plan. Updates plan as required. (2%)
- 7) Chairs the college's safety committee. (1%)
- 8) Represents the college at various professional associations. (2%)
- 9) Maintains the college exposure control plan (<1%)
- 10) Works in concert with the Director of Physical Plant regarding the student driver's testing program. (3%)
- 11) Principle investigator of sexual assault complaints and other serious crimes. (4%)
- 12) Performs other duties as assigned by the Vice President for Student Life. (>4%)

Supervision: Incumbent receives general guidance from the Vice President of Student Life, but works independently; relying on laws, regulations, and policies for guidance.

Minimum Qualifications: Bachelor's degree required. Seeking candidates with relevant experience in areas such as campus safety, military, emergency management, law enforcement, etc. At least three years of management/leadership experience in higher education security, law enforcement or public safety is required. Experience with investigations is critical.

Application Procedure: Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

Wartburg College is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.