

ASSISTANT DIRECTOR OF CAMPUS SAFETY/SECURITY-KSC *

Function of Job:

Under general direction of Director of Campus Safety and Security, manage daily campus safety operations, such as scheduling, special event coordination, investigations, provide administrative support, and serve as director in director's absence.

Characteristic Duties and Responsibilities:

1. Provide daily supervision of campus safety operations, including scheduling, special events planning and coordination with other offices/agencies.
2. Act for Director in his/her absence, responding to incidents, as required.
3. Coordinate case management and investigations, including managing the in-house safety/security information system and its data base of incident reports and case management, and prepare annual Clery report.
4. Hire, train and supervise students/hourly staff, as assigned
5. Coordinate and conduct investigations of reported offenses.
6. Coordinate and/or conduct professional development for staff and educational programs on crime and safety awareness for campus community.
7. In conjunction with Director, respond to serious incidents/occurrences and serve on College's critical incidence response team.
8. Participate on committees as assigned.
9. Perform other related duties, as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in criminal justice or related field and three years of experience with public safety/security agencies with at least one year of supervisory experience.
2. Knowledge of local, state and federal laws.
3. Experience in case management and investigations.
4. Knowledge of first aid techniques with CPR qualifications.
5. Supervisory/leadership abilities.
6. Valid New Hampshire motor vehicle operator's license.
7. Computer skills.

Additional Desirable Qualifications:

1. Knowledge of Clery and FERPA.
2. Safety/security experience on a college/university campus.
3. Experience with access control, theft detection, and monitoring systems.

4/30/03
System Approval

4/30/03
Effective Date

Revised – original approved 7/8/96

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.