The college is accepting applications for the following full-time professional position:

**Director of College Safety**

The Director of College Safety provides leadership and supervision for all College Safety staff, assures the efficiency and effectiveness of shift personnel, and assures the personnel maintain currency in required certification and attend scheduled training. This position assumes the administrative function for the College Safety department complying with state and federal reporting mandates. Responsibilities will also include providing a comprehensive system of safety and security services which includes the development, implementation, and administration of programs to assist the campus community in maintaining order, and/or improving the personal safety of the students, faculty, staff, guests and property of the college. Training opportunities will also extend to the community and law enforcement.

Bachelor’s degree is required; Master’s degree is preferred. Five years’ experience in an administrative position with supervisory experience is preferred. Experience with the development and implementation of educational training is required. Requirements also include cross agency coordination, valid driver’s license, and annual certification for Adult/Child cardiopulmonary resuscitation (CPR) and Automatic External Defibrillators (AED). This position may require night, holiday, and/or weekend hours.

Salary is competitive. Excellent fringe benefit package including, but not limited to health, dental, vision, and life insurance; vacation, sick, and personal leave; and the Missouri Public School & Education Employee Retirement System. Complete applicant file will include the Three Rivers College application form (available at trcc.edu/employment), resume with names/phone numbers of three references, copies of all transcripts, and cover letter explaining interest in the position and in working at Three Rivers College. Review of completed applications will begin immediately and continue until appointment is made. Incomplete files will not be acknowledged or reviewed. We do background checks; E-Verify participant.

To apply, submit all requested material to:

Human Resources
Three Rivers College
2080 Three Rivers Boulevard
Poplar Bluff, MO 63901
Phone: 573-840-9695
Fax: 573-840-9186
Email: humanresources@trcc.edu

Three Rivers College is an Equal Opportunity Institution
trcc.edu
THREE RIVERS COMMUNITY COLLEGE

JOB DESCRIPTION

POSITION: Director of College Safety
DEPARTMENT: Student Success
CLASSIFICATION: Professional Staff
FLSA: Exempt
IPEDS: Other Professional; SOC 33-1012
REPORTS TO: Vice President for Student Success

POSITION SUMMARY:

The Director of College Safety shall be appointed by the trustees upon the recommendation of the President. The salary and term of office shall be fixed by the Board of Trustees upon the recommendation of the President.

The Director of College Safety provides leadership and supervision for all College Safety staff, assures the efficiency and effectiveness of shift personnel, and assures the shift personnel maintain currency in required certification and attend scheduled training. This position assumes the administrative function for the College Safety department complying with state and federal reporting mandates. Responsibilities will also include the implementation of training programs applicable to area law enforcement as well as ongoing educational programs that provide personal and fire safety awareness training to the college and local community.

GENERAL FUNCTION:

1. To provide a comprehensive system of safety and security services which includes the development, implementation, and administration of programs that assist the campus community in maintaining order, and/or improving the personal safety of the students, faculty, staff, guests and property of the College.
2. To provide and implement training opportunities for the community and law enforcement as well as ongoing educational programs that provide personal and fire safety awareness training.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

2. Provide law enforcement and security services to the College community.
3. Provide fire, emergency medical services, emergency preparedness, training and educational programming.
4. Respond to all emergencies; provide emergency first aid and operate an AED as needed.
5. Enforce all federal, state and local laws, Board policies and regulations of the College, as well as department policies.
6. Supervise the College Safety staff, make assignments and schedules, authorize leave, perform annual evaluations, develop performance improvement plans as needed, and document corrective actions.
7. Submit required reports to the proper governing agency to include: Uniform Crime Reports, Motor Vehicle Accident Reports, Clery Act, P.O.S.T. training records and racial profiling.
8. Oversee the Applicants with Criminal Histories committee for admission recommendations for students with criminal histories.
9. Develop and implement a plan and a budget for the College Safety department in conjunction with the college strategic plan.
10. Maintain current inventory of equipment.
11. Make recommendations for facilities, equipment, personnel and operations needs.
12. Write policy and procedures.
13. Ensure compliance with federal law, state law and court rulings.
14. Ensure chain of custody of all physical items of evidence.
15. Develop and maintain agreements with other law enforcement agencies.
16. Monitor buildings, parking lots, and all college owned or college controlled properties.
17. Monitor fire and alarm systems, including security camera equipment.
18. Provide administrative oversight for directing traffic, maintaining crowd control and locking and unlocking buildings.
19. Provide assistance and direction to students, faculty, staff, and visitors as requested.
20. Maintain logs and information to prepare reports as required and work closely with the local authorities.
22. Reduce the potential for injury, loss of life, property theft, and/or destruction of property by conducting visual surveys while conducting area checks and patrols for potentially dangerous or unsafe areas, buildings, and conditions, (i.e. inoperative lighting, unlocked doors, insecure stairway railing, etc.), routinely inspecting all areas, and making on-the-spot corrections if possible or reporting the conditions to an appropriate authority for correction.
23. Oversee the management and confidentiality of all records.
24. Coordinate safety programs and training sessions.
25. Contribute to the overall mission of the college by performing all other duties and responsibilities as assigned.
MINIMUM JOB REQUIREMENTS:

- Education: Bachelor’s degree is required; Master’s degree is preferred
- Experience:
  1) Five years’ experience in an administrative position with supervisory experience is preferred
  2) Development and implementation with educational training is required
- Cross agency coordination experience required
- Full-time, may require night, holiday, and/or weekend work
- Valid driver’s license is required
- Annual certification for Adult/Child cardiopulmonary resuscitation (CPR) and Automatic External Defibrillators (AED) is required.

EQUIPMENT:

- Operate standard office computers and software.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel; reach with arms and hands; climb or balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.

EFFORT:
Requires extended periods of standing and the ability to move quickly throughout campus on foot, including climbing stairs in College buildings. Requires the ability to lift and carry equipment. Work is performed primarily out-of-doors in varied weather conditions.

______________________________  __________________________
Employee Signature              Date

______________________________  __________________________
Supervisor Signature            Date

(06/2014)