Position Title: Director
Department: Campus Safety and Security
Supervisor: Dean of Students and VP for Student Affairs
Classification: Administrative Management (exempt)

This person directs the operational and personnel functions of the Department of Campus Safety and Security as required. Muhlenberg College is a residential, undergraduate institution with over 2,200 students and 30 buildings on a 75-acre campus.

Characteristic Duties and Responsibilities:
A. Evaluates campus safety and security needs. Develops and implements departmental “best practices” policies, procedures and methods pertaining to all aspects of campus security and safety including but not limited to the following:
   1. Enforcement of appropriate College policies, rules and regulations, city ordinances, state and federal laws.
   2. Building security and the security of persons within the buildings.
   3. Campus safety regulations including the storage and disposal of hazardous wastes and compliance with same, including compliance with OSHA regulations.
   4. Incidents that occur on campus, including system of filing reports.
   5. Crime prevention programs.
   6. The maintenance of fire prevention related equipment and alarms.
   7. On-campus parking and the control of on-campus traffic.
   8. File of materials covered under "Right to Know" legislation and circulation of appropriate notices.
   9. Switchboard operation.
B. Provides leadership for departmental activities. Implements, in conjunction with the Human Resources Office, effective personnel management practices. Provides training and supervision for all department personnel.
C. Prepares budget recommendations.
D. Coordinates the activities of the department with other administrative offices of the College:
   1. Develops and maintains close working relationships with the Division of Student Affairs, Plant Operations and other constituencies within the College, as well as with the general public.
   2. Establishes and maintains effective liaison and communication systems with other law enforcement agencies including the City of Allentown's Police and Fire Departments, Lehigh County Civil Defense Agency and other state and local bureaus and agencies pertinent to Campus Safety and Security.
   3. Represents the department and/or the College in meetings involving community, state and federal agencies or offices.
   4. Advises the appropriate administrative officers of action to be taken during emergencies and special events, and implements such action as directed.
   5. Attends Division of Student Affairs bi-weekly meetings, Plant Operations meetings and other meetings as deemed necessary.
E. Conducts regular and random inspections to identify and correct safety hazards and to check on work performance by department personnel; makes recommendations for safety and security related repairs and modifications where appropriate. Provides supervision and maintenance of all security and safety equipment and systems. Formulates security policies to cover issues such as campus building accessibility, keying and lighting.

F. Develops and conducts programs to heighten the awareness of the College Community regarding personal security and sound security practices. Conducts job safety meetings for Physical Plant personnel.

Qualifications:
1. Bachelor’s degree and a minimum of 8 years of experience in campus law enforcement, or an equivalent combination of higher education and experience.
2. Demonstrated leadership skills, preferably in a campus law enforcement environment; ability to motivate assigned staff.
3. Ability to relate easily and interact effectively with a culturally and ethnically diverse population of students, faculty and staff.
4. Appreciation of the service and educational role of a college security force.
5. Understanding of, and appreciation for, the diversity of student lifestyles.
6. Strong working knowledge of law enforcement/security methods and investigative procedures.
7. Excellent organizational, planning, interpersonal and communication skills; ability to use MS Office; computer literacy.

Rev. 7/2010