

Job Description

Job Title:	Campus Security Assistant Director, Level 2 (Provisional)
Job ID:	10478
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

GENERAL DUTIES

Reporting to the College Security Director at any of the CUNY colleges, with significant latitude, administers the day-to-day security and public safety operations, and implements and enforces all established safety and security policies and procedures at the college. Directs and oversees assigned staff. Interacts with faculty, staff, students and local law enforcement. Responds to all emergencies and participates in planning and staffing security and public safety functions.

Reporting to the University Security Director at the CUNY Central Office, performs duties of a CUNY-wide nature dealing with personnel, budget, and other matters affecting the University security and public safety functions. The incumbent may act on behalf of the Director in his absence when so delegated.

- Manages day to day operations, directing and prioritizing the work activities of all assigned personnel including contract guards assigned to that campus. Reviews post assignments; oversees deployment of personnel; reviews all daily incident reports; and conducts incident investigations and prepares written reports.
- Supervises special events including the coordination with the New York Fire and Police Departments; prepares security, safety, crowd control, and emergency evacuation plans in consultation with appropriate college staff.
- Participates in the planning process for all major activities on campus identifying the security and safety issues for projects such as building renovation, construction, contractors or vendors performing work, etc.
- Oversees the conduct of roll calls and inspections and may supervise the Training Officers; reviews and provides input for the preparation of daily roll call training matters; in colleges where there is no designated Training Officer, may prepare and conduct staff training.
- Supervises and monitors time and leave usage in accordance with college and University policy; verifies attendance, sick leave excuses and lateness; documents attendance violations; obtains approvals before allocating overtime; coordinates staffing for mobilizations; and assures that time charges are accurate and documented.
- Prepares performance evaluations for review and approval by the Director, initiates disciplinary action when necessary, implements summary disciplinary penalties within guidelines with the approval of the Director.
- Oversees semi-annual complete uniform and equipment inspection and prepares applicable reports.
- Researches and gathers information on new equipment, uniform items, vehicles, etc., prepares purchase requests and justifications for review and approval of the Director.
- When assigned to the Central Office by University Personnel, this position will conduct peace officer background investigations and prepare appropriate reports with disposition recommendations; draft security policy statements for review by the University Security Director and circulation to the CUNY

Security Directors; administer various aspects of personnel management programs on a CUNY-wide basis including statutory and discretionary employee training and development activities; assist in the analysis, review, and utilization of confidential records, including those from New York Police Department; assist in conducting college-wide or University-wide internal investigations of alleged officer misconduct or other investigations as directed by the University Security Director.

- Participates in staffing and selection activities including hiring pools, examination administration, and the like.
- Assists the College or University Security Director; prepares reports; compiles and maintains crime statistics; and attends meetings as needed.
- When delegated, acts in the absence of the College or University Security Director, as applicable.
- Performs other duties as assigned.

CONTRACT TITLE

Assistant College Security Director

FLSA

Exempt

MINIMUM QUALIFICATIONS

Candidates must meet ONE of the following four sets of requirements:

1. A Baccalaureate degree in Criminal Justice, Police Science or a closely related field and three years of related experience, two years of which must involve responsible administrative or supervisory experience. In addition to progressively responsible security experience in a College or University setting, examples of related experience are: equivalent military or law enforcement experience; equivalent security force service; or equivalent business/industrial experience; OR
2. A baccalaureate degree and four years of related experience as described in #1 above, two years of which must involve responsible administrative or supervisory experience; OR
3. An Associate's degree or 60 credits and five years of related experience as described in #1 above, two years of which must involve responsible administrative or supervisory experience; OR
4. A high school diploma or G.E.D. three years of experience as a Campus Public Safety Sergeant (formerly Campus Peace Officer Level 3) and four additional years of related experience as described in #1 above.

A valid, current New York State driver's license, New York State residency, and United States citizenship are required of all candidates.

Appointment is subject to a satisfactory background investigation, which may include but is not limited to criminal history review, drug tests, credit checks, driving record review, work history verification and reference checks. Incumbents in this title are subject to random drug testing as well as re-fingerprinting and reinvestigation every five years.

Within one year of appointment to this title, or sooner based on availability and satisfactory completion of mandated University training, persons appointed to this title must qualify for and obtain Peace Officer status in accordance with requirements of the New York State Division of Criminal Justice Services, Bureau of Municipal Police Standards. At the discretion of the College President, persons appointed to this title must, within one year of appointment to this title, receive New York State Division of Criminal Justice Services certified firearms training in accordance with New York Penal Law, Article 35.

OTHER QUALIFICATIONS

The following qualifications are preferred:

- Ability to attend and successfully complete New York Division of Criminal Justice Firearms Course (47 hours long)
- Availability to work evening and weekend hours
- Bilingual skills in English and Spanish

COMPENSATION

--Revised--

\$59,970 - \$80,000

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: "Employment" and "Search Job Postings"

Please attach resume and the names, addresses, and telephone numbers of three professional references.

CLOSING DATE

Open until filled - (Search Reopened)

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.