

Job Vacancy Notice

Job Title	Campus Security Assistant Director, Level 2 (Provisional)
Job ID	23450
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

CAMPUS SPECIFIC INFORMATION

--Revised--

The Public Safety Department at Hostos Community College is dedicated to providing excellence in protection and service to ensure a safe and secure environment for all staff, faculty, and students on campus. To further that mission, the College seeks an experienced professional to serve as Assistant Director of Public Safety Level 2 (Operations Lieutenant) who will report directly to the Director of Public Safety. The Assistant Director Level 2 is a senior member of the Director's leadership team and oversees a broad range of matters. The Assistant Director will work closely with the Director of Public Safety to oversee operations, supervise staff, make administrative decisions, conduct investigations, write comprehensive reports and recommendations, and establish patrol priorities for three shifts. Principal duties of the Operations Lieutenant include, but are not limited to the following:

- Oversee all operational matters.
- Serve as the Director's second in charge, representing the Chief in his absence. Also serve as a representative for the Director in various settings including internal and external meetings.
- Prepare instructions, guidelines, and protocol for Sergeant's and Officers.
- Assist with complex investigations including handling Workplace Violence Cases.
- Responsible for having a strong grasp of the University Public Safety Operation's Guide and for enforcing of all rules and regulations.
- Responsible for managing staffing, scheduling, and overtime assignments.
- Assist the Director prepare reports.
- Assist the Public Safety Director with Active Shooter Training.

- Assist the Director with communications and coordination with the NYPD as needed.
- Make recommendations regarding specialized training as needed.
- Review Performance Evaluations.
- Attend NYPD Community Board meetings.
- Perform related duties as assigned by the Director/Chief of Public Safety.

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

--Revised--

The following qualifications are preferred:

- Bachelor's degree in Criminal Justice, Police Science or closely related field
- Must be able to qualify and be licensed by the NYPD to carry a firearm while on duty

- DCJS Certification in General Police Topic Instruction
- Availability to work evening and weekend hours

COMPENSATION

Salary commensurate with education and experience.

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 navigate to the following links: "Employment" and "Search Job Postings"

Please attach cover letter, resume, and three professional references.

IMPORTANT NOTE: Only applicants who meet the qualification requirements **and** are either a permanent Campus Public Safety Sergeant or a permanent Campus Security Specialist, Level 2 will be considered.

CLOSING DATE

Open until filled with review of applications to begin January 15, 2022

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA /Vet/Disability Employer.