Position Title: **Campus Security and Safety Manager**

Department: Security and Safety
Reports To: Associate Vice President for Finance

Classification/
FLSA Status: Level II (Full-time Exempt)

Primary Function: Under limited supervision, performs supervisory and administrative tasks in developing, implementing, and managing programs designed to effectively address the college's security and safety needs.

Key Responsibilities:

1. Coordinate a comprehensive security/school safety program.

2. Serve as a liaison with local law enforcement agencies pertaining to issues on the college campus.

3. Maintain and report annually to the Department of Education the Campus Crime Statistics.

4. Assist in the development and implementation of security plans for special events while working with various department heads.

5. Provide training and assistance to college administrators in matters of safety and security.

6. Advise and assist administrators in matters involving criminal activities on the college campus.

7. Assist/advise in the development of crisis management/emergency response plans as part of the college's safety plan. Responsible for communicating security warnings, updates, and closings to the campus community.

8. Direct/coordinate the regular assessment/audit of school facilities and grounds to determine safety and security issues.

9. Coordinate with the Associate VP for Finance to address and correct safety/security issues on the college campus.

10. Prepare memos, reports, and resolve traffics tickets and any other items related to safety and traffic issues on campus and forward to the Associate VP for Finance or other appropriate staff member.

11. Perform basic personnel administration duties, including screening security staff proposed by contracted security service, training and auditing security staff, assigning work, scheduling, evaluating, disciplining, and granting leave.

12. Supervise all security staff from contracted security service.

13. Ability to respond to after hour emergencies on campus.

14. Assign security keys and codes as directed by the proper college authorities.

15. Assure compliance with all requirements of various governmental regulations, such as OSHA, ADA, DHEC, etc. relative to the physical facilities of the college.

16. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel.

17. Commitment to the mission of Sherman College

18. Assume such other duties as assigned by the Associate VP for Finance

19. Participate in the annual Lyceum program.

Basic Knowledge and Skills

1. Bachelor's or Associates Degree in a related field or law enforcement or related experience, including progressive management experience, or equivalent combination of training and experience which provides the required knowledge, skills and abilities.

2 Ability to manage confidential materials in an appropriate manner.

3 Knowledge of generally accepted maintenance, housekeeping, and security practices.

4 Extensive knowledge of local, state, and federal rules and regulations concerning security and safety

5 Good communication and organization skills

6 Ability to work well with people.

7 Computer knowledge: MS Office, CCTV, and other specialized software - will train officers as needed on their use for departmental efficiency.

8 Required to have a cell phone and provide the number to the third-party security contractor, Sherman's Associate VP for Finance, and Security staff.

9 Clean criminal background and negative drug test.

10 Keep a current SLED license.

11 Keep a current CPR/FA/and AED certification.

Physical Demands and Work Environment

1. Required to walk, stand/sit, use hands/fingers; to handle or feel objects or controls: reach with hands and arms: talk and hear. Specific vision abilities required by the job include close vision, distant vision, and the ability to adjust focus.

2. Multi-task demand; difficult people/student demands; financial responsibilities

3. Employee may work in a controlled/uncontrolled environment where at times there may be extreme heat or cold as well as higher than normal noise levels

General sign-off: The employee is expected to adhere to all college policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature: _____ Date: _____