BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Assistant Director of Public Safety

DEPARTMENT: Facilities, Operations, Planning, & Public Safety

FUNCTION: Assists the Vice President of Facilities, Operations, Planning and Public Safety in supervising the Senior Public Safety Officers and Public Safety Officers and programs for the protection of students, visitors, employees, and physical property. Assist the administration in the orderly conduct of College business.

REPORTS TO: Vice President of Facilities, Operations, Planning and Public Safety

SUPERVISE: Senior Public Safety Officers and Public Safety Officers for either the Lyndhurst or Hackensack campus

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Manages day to day operations of Senior Public Safety Officers and Public Safety Officers.
2. Enforces rules, regulations, and procedures for both routine and emergency situations for Public Safety and recommends modifications as required pertaining to safe traffic flow, parking, signage, etc. based on regular review.
3. Directs and enforces traffic control and performs patrolling duties. Receives, investigates and report on complaints and crimes, assessing actions to be taken and responding accordingly; directs response in emergency situations.
4. Monitors and advises administration of any fire or safety hazards.
5. Assists the administration I personnel background investigations as necessary
6. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargain agreements.
7. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote employees.
8. Performs additional tasks or duties as assigned by Vice President of Facilities, Operations, Planning and Public Safety or other designated management.
MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Bachelors’ Degree in Public Safety or related Law Enforcement field required

Experience: Minimum of 3 years of supervisory experience working Law Enforcement

Other: Must have valid New Jersey driver’s license

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: ___________________________ Date: ____________
Name/Title

Approved by: ___________________________ Date: ____________
Name/Title

Reviewed by: ___________________________ Date: ____________
Human Resources

Board Approval: ___________________________ Date: ____________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE