BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Lieutenant of Public Safety

DEPARTMENT: Facilities, Operations, Planning, & Public Safety

FUNCTION: Manages and plans work activities, schedules and training of Public Safety Sergeants, Senior Public Safety Officers and Public Safety Officers. Safeguards the lives and property of all individuals on campus and protects College property and equipment.

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

SUPERVISE: Public Safety Sergeants; Senior Public Safety Officers and Public Safety Officers

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Manages and plans work activities, schedules and training of Public Safety Sergeants, Senior Public Safety Officers and Public Safety Officers.
2. Patrols grounds and buildings (including watch-clock rounds) when necessary.
3. Enforces the safe and proper conduct of all individuals on campus.
4. Carries out all orders and enforces procedures set forth by the Vice President of Facilities, Planning, Operations, & Public Safety.
5. Assist all persons with College business.
6. Polices all College areas and reports on hazardous or any unusual conditions.
7. Assists preparing and controlling the budget.
8. Coordinates the development and enforcement of departmental policies, procedures and standards, and in the analysis of Public Safety programs.
9. May direct traffic and recommend modifications as required pertaining to safe traffic flow, parking, signage, etc.’ based on regular review of activities.
10. Cooperates with all law enforcement investigations which are related to criminal activities at or around the College.
11. May review, correct and initial written incident reports.
12. Acts a 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 bargaining agreements.
13. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote employees.
14. 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:
- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Bachelors’ Degree in Public Safety or related Law Enforcement field required; satisfactory completion of a comprehensive course at a police training academy or security officer training academy strongly preferred.

Experience: Minimum of 3 years of supervisory experience working Law Enforcement or Public Safety operations, must have a 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