BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Vice President, Facilities Planning, Operations & Public Safety

DEPARTMENT: Facilities Planning, Operations & Public Safety

FUNCTION: Drives, plans, and directs the overall security posture for the College to protect, safeguard and secure College assets, employees, students, invitees and others, exclusive of the College’s information assets and systems in partnership with Information Technology Department. Partners with the Information Security Officer to ensure seamless integration of functional overlap and coordinate ongoing crisis management and planning. Facilitates and establishes a crisis management plan in conjunction with the appropriate internal and external stakeholders and oversees related and subsequent activities. Designs, implements and monitors security policies, procedures and programs; complies with federal, state and local legal regulations. Manages compliance with all aspects of the Occupational Safety Health and Administration Act (OSHA) and acts as primary fire safety official for the College. Oversees the management of Operations and Plant Management; Building & Grounds Operations; Custodial Services; Environmental Health & Safety; Facilities, Planning & Construction; and Energy and Plant Management.

REPORTS TO: President

SUPERVISES: Executive Director Operations and Plant Management, Assistant Directors of Public Safety; Lieutenant of Public Safety; Information Security Officer, and Office Manager.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Drives, plans, and directs the overall security posture for the College to protect, safeguard and secure College assets, employees, students, invitees and others, exclusive of the College’s information assets and systems.
2. Partners with the Information Security Officer to ensure seamless integration of functional overlap and coordinate ongoing crisis management and planning.
3. Establishes a crises management plan; collaborates with key internal stakeholders and outside groups (government agencies, community organizations and utilities) to analyze hazards, probabilities and potential impacts; identifies internal and external resources and capabilities; develops emergency response procedures; schedules training; and integrates the plan into College operations.
4. Works with Human Resources to insure employees’ emergency contact information is
accurately maintained; establishes and publicizes communication mechanisms (e.g., intranet, phone, recorded announcement) that will be used to inform employees of pertinent developments.

5. Conducts comprehensive assessments and evaluations of the security and/or policing services for all campuses based on both established and projected needs.


7. Reviews student codes and disciplinary procedures to support state criminal laws for a safe environment; establishes uniform enforcement of sanctions for security procedure violators.

8. Develops crime prevention, intervention, and enforcement programs; informs the College community about security problems, remedies, operations and needs as appropriate.

9. Ensures compliance with all aspects of the Clery Act; researches, compiles, and publishes crime statistics as required by federal and state laws and regulations.

10. Ensure compliance with all federal, state and local laws, regulations, and educational rights and privacy acts pertaining to security issues.

11. Works directly with law enforcement in criminal investigations; oversees internal investigations and reporting related to any losses or violations of College regulations, policies and procedures.

12. Ensures the College provides a workplace free from serious recognized hazards and complies with standards, rules and regulations issued under OSHA; this includes establishing procedures for identifying, evaluating and correcting workplace hazards, unsafe or unhealthy conditions, work practices and work procedures.

13. Develops and implements a written hazards communication program; trains employees on hazards and the proper precautions that are necessary to ensure their safety and the safety of those around them; provides readily available information/instructions for handling and disposing of hazardous chemicals.

14. Coordinates interactions with relevant public agencies as necessary or beneficial to carry out the duties of the position; partners with law enforcement and fire and emergency medical service providers to create best in class prevention programs and safety procedures.

15. Acts as primary fire safety official and oversees the inspections of all College buildings and equipment to detect fire hazards and enforce state and local regulations; coordinates evacuation procedures, education and drills.

16. Develops a set of core outcomes for the division and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.

17. Prepares, track, monitors and adheres to an annual budget.

18. 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 bargaining agreements.
19. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote employees.

20. Performs additional tasks or duties as assigned by the President or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Strong knowledge of the principles and practices of security management; business management, personnel, administration, security prevention, investigation, and related legal responsibilities. Must possess the ability to effectively influence internal and external stakeholders. 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: Bachelor’s Degree in Business Administration, Criminal Justice, Law Enforcement, Security or a closely related field is required; Master’s Degree preferred. Certifications such as Certified Protection Professional (CPP), Certified Fraud Examiner (CFE) and any other professionally recognized certifications in the security field are strongly preferred

Experience: Minimum of 10 years of relevant experience required; law enforcement experience a strong plus

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