



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 06/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Executive Director, Public Safety

JOB SUMMARY

Performs the chief administrative role of the Department of Public Safety in accordance with authority delegated by University administration. Administers daily police activities through subordinates having ultimate responsibility for departmental activity and operations in the area of law enforcement, security, and public services. Responsible for planning and developing departmental objectives, policies, and procedures. Work is performed under administrative supervision and performance evaluation is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Vice President for Finance & Administration

Supervises: All employees of the Department of Public Safety

ESSENTIAL DUTIES - May include, but not limited to the following:

- Commands the overall law enforcement and security operations of the University.
- Delegates the necessary authority to department personnel to carry out their duties in keeping with their rank and abilities.
- Maintains high standards of conduct and performance for all department personnel by providing an adequate and progressive training program.
- Establishes rules and regulations for the department within University policy guidelines and following local, state and federal laws.
- Reviews and updates all departmental policies and procedures.
- Plans, coordinates, and evaluates operational activities to meet University goals.
- Oversees budget preparation, records retention and personnel recruitment.
- Maintains fiscal integrity within established budgetary constraints.
- Informs the University of departmental activities and is responsible for the release of information to the media and others.

- Performs the duties of a police officer when necessary.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree in Criminal Justice or a related area. Successful completion of all requirements for Advanced and Instructor Police Officer Proficiency Certification as prescribed by the Texas Commission on Law Enforcement Officer Standards and Education.

EXPERIENCE

Five years professional and administrative law enforcement experience on a college or university campus, including supervisory responsibility.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including University related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must have the ability to occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors and/or outdoors.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

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Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.