

TITLE: Safety and Security Director
REPORTS TO: President
SALARY: D.O.E.
TOUR OF DUTY: Generally, 8 AM to 4:30 PM, Monday-Friday
SUPERVISES: Safety Officers

SUMMARY:

Provides security duties which include performing patrols of the college campus to monitor behavior, secure buildings and property, watches for and reports irregularities, monitors surveillance equipment and access points, and performs other miscellaneous job-related duties as assigned.

DUTIES AND RESPONSIBILITIES:

1. Responsible for the protection of the College assets.
2. Observing and reporting of unusual, dangerous, or suspicious activities.
3. Identify potential security risks and respond accordingly.
4. Complete incident reports and required documentation for all security incidents.
5. Check to ensure all property building are secure on a regular basis.
6. Monitoring surveillance cameras
7. Communicate with law enforcement, fire departments, and emergency medical personnel.
8. Respond to alarms and analyzing security footage.
9. Adhere to all College, Tribal, and Federal policies, regulations and laws that govern the College.

EDUCATION:

- High school diploma or GED

MINIMUM QUALIFICATIONS

- Previous security-related and/or law enforcement work experience preferred.
- Must be at least 18 years old.
- Ability to pass a background check
- Comfortable kneeling, carrying, bending, walking, and standing for extended periods of time.
- Ability to perform continuous physical exertion as needed.
- Working knowledge of basic security techniques.
- Previous supervisory experience

OTHER:

- Must have excellent verbal and written communication skills
- Ability to maintain high levels of confidentiality
- Basic computer skills
- Displays high standards of ethical conduct. Exhibits honesty and integrity.
- Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

POSITION OPEN UNTIL FILLED