Job Posting

Director of Campus Safety/Cisco Campus Police Chief (Cisco)

Date Posted: August 7, 2015
Posting End Date: Until Filled

Cisco College is accepting applications for the position of Director of Campus Safety/Campus Police Chief. Minimum qualifications for this full-time position include: Commission as a law enforcement officer in the State of Texas, administrative experience, including experience working with college students, good organizational skills, effective verbal and written communication skills, and the ability to work collaboratively as a team member. Resume packages will be accepted until filled. Salary for this position is $33,960, with benefits. (Please scroll down to review the complete job description for the position.) The position will be based at Cisco College in Cisco, Texas. It is a 12-month position. Resume packages are received via email, fax, and USPS, but email is preferred.

Please note: A complete resume package must include a cover letter, completed and signed Cisco College Application, resume, and copies of documents to verify commission. Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed.
Thank you!

Please submit your resume package to:

Pam Page
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
Fax: 254-442-5100
pam.page@cisco.edu

Cisco College is an Equal Opportunity Employer
Cisco College
Job Description

Job Title: Director of Campus Safety/Chief of Police

Reports to: Vice President of Student Services

Classification: Professional II

Job Summary
The Director of Campus Safety/Police Chief is responsible for planning, organizing, coordinating, directing, and enforcing the safety and security program at Cisco College. As a commissioned law enforcement officer the Director/Chief exercises jurisdiction in all territory in the boundaries of the College District in Eastland County Texas that is owned, leased, or rented by or otherwise under College control. The duties of this position also include the provision of appropriate information and services to students enrolled in distance learning opportunities through the college.

The Director of Campus Safety/Police Chief will be expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, CC employees are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All CC employees are expected to follow College policies, rules, regulations, and guidelines.

Primary Duties

1. Administration and supervision of the campus safety program and Cisco Campus Police Department.
2. Enforce state law in addition to college policy
3. Develop, organize, direct and enforce a comprehensive safety program in accordance with governmental and agency regulations and standards
4. Work with faculty, staff, and administration to obtain adequate safety and security
5. Maintain effective communication with students in a professional manner regarding issues of college safety and security
6. Provide service and support to students and employees in appropriate ways, such as medical transport, etc.
7. Make observations of grounds and buildings during normal activity to check for lighting, fire safety systems, mechanical and environmental health and safety conditions; Provide proper notifications to ensure safety of campus community.
8. In conjunction with the Director of Human Resources, develop training programs related to safety and security
9. Act as institutional contact for controlled substance analogue
10. Interact with state and local law enforcement agencies
11. Train and supervise college hired security staff and establish and maintain a favorable working relationship with contract security staff.
12. Investigate and if possible prevent suspicious activities, criminal and otherwise, as they may occur on the college campus
13. Design programs and procedures to safeguard and enhance awareness of campus safety responses to emergencies and campus crime
14. Maintain current files and information regarding laws, rules, and regulations relative to safety and security.
15. Maintain records and prepare reports as necessary
16. Serve and participate on college committees as assigned
17. Perform other duties as assigned

**Minimum Qualifications**

1. 3 years of experience in an administrative position
2. Commissioned law enforcement officer state of Texas,
3. Experience developing, organizing, and implementing programs or projects.
4. Excellent written and verbal communication skills.
5. Ability to work collaboratively with others.
6. Experience facilitating training

For candidates who do not meet the minimum qualifications, a combination of education and experience providing comparable knowledge and abilities will be considered.

**Preferred Qualifications**

1. Fire suppression experience
2. Emergency Medical Technician (EMT training)
3. Associate’s Degree.