Job Title: Security Chief          Job Code: 07425

JOB SUMMARY

The Security Chief is responsible for planning, organizing and directing a college’s security functions.

MAJOR DUTIES

Directs the planning, development, scheduling and implementation of the security and personal safety program for the technical college;
Ensures that state and federal laws, regulations, policies and TCSG directives related to campus security measures/activities are followed;
Develops and presents in-service training and other educational programs;
Assists local law enforcement in responding to serious incidents and/or possible violations(s) of law on college property;
Prepares and submits reports in response to federal, state, TCSG and/or college requirements;
Supervises the purchase of department equipment;
Acts as liaison between the college and state and local police jurisdictions and law enforcement agencies to include the coordination of emergency response plans and training activities;
Researches and develops specifications for video and alarm equipment;
Manages and oversees financial/budget operation of the department;
Monitors the activities of personnel to ensure compliance with TCSG policy manual and college and department operating procedures;
Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the college’s security operations;
Evaluates employees at scheduled intervals upon reviewing of all relevant information;
Conducts regular evaluation of security services provided and make adjustments as needed;
Responds to intrusion, disruptive situations and fire alarms;
Responds to emergency medical situations and administers first aid within the scope of training.

COMPETENCIES

Knowledge of federal, state and local laws and of college policies, practices and regulations relating to campus security and accompanying reporting requirements
Knowledge of college budgetary processes
Knowledge of accepted supervisory practices and principles;
Skill in the delegation of responsibility
Skill in the supervision of personnel
Skill in the operation of computers and job-related software programs
Oral and written communication skills
Skill in interpersonal relations and in dealing with the public
Critical thinking skills
Active listening skills
Skill in implementing emergency response plans
Skill in de-escalating potentially serious situations involving staff, students and visitors
Skill to quickly observe situations and make appropriate response
Decision making and problem solving skills
Ability to work weekends, holidays, and day, evening and morning shifts

MINIMUM QUALIFICATIONS

High school diploma or equivalent *and* Three (3) years of experience in security

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.