

Job Description

Position Title: Physical Security and Emergency Program Manager

Job Family: Campus Police

Job Level: Professional - Senior

FLSA Status: Exempt

Salary Grade: 07

Position Summary:

The Physical Security and Emergency Program Manager functions include planning for, responding to, and recovering from emergencies and disasters by developing strategies, coordinating resources, and training personnel to minimize harm to life and property. In addition, the position includes developing and implementing security strategies, policies, and procedures to protect the College's people, assets, and facilities from threats. The position supervises the College Clery Compliance Officer and works in conjunction with the Office of Internal Audit, as well as collaboratively with various other offices at the College to ensure the institution's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and associated regulations.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Creates and maintains detailed emergency plans, including response protocols, resource allocation, and communication systems; Develops and coordinates emergency response and crisis management plans, acting as a key liaison during security breaches or emergencies.
2. Evaluates potential hazards and vulnerabilities to develop mitigation strategies and plans to minimize the impact of emergencies; Conducts regular risk assessments, threat analyses, and security audits to identify, evaluate, and mitigate potential security risks.
3. Organizes and delivers training opportunities for first responders, College personnel, and the entire College community to enhance preparedness, response capabilities, and security awareness.
4. Consults and advises on emergency response efforts during a crisis and post-disaster recovery efforts, which may involve damage assessments, restoring infrastructure, and implementing measures to reduce future risks.
5. Oversees the College's Clery Act Compliance program and may supervise Clery Compliance staff.
6. Develops and implements comprehensive security strategies, policies, and procedures to safeguard personnel, assets, and facilities.
7. Coordinates with the College Police Department and the Director of IT Security/Chief Information Security Officer on the management and maintenance of physical security systems, including CCTV, access control, and alarm systems.
8. Consults and coordinates with internal personnel and third-party security vendors, ensuring effective performance and development.
9. Ensures all security plans, policies, and operations comply with local, state, and federal laws and regulations.
10. Develops and implements security awareness training programs for all staff.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge and application of organizational and time management principles
3. Skill in coordinating and monitoring the work of others
4. Skill in effective communication (both written and oral)
5. Skill in independent decision making
6. Skill in people leadership and supervision
7. Skills in organization, coordination, and management
8. Skill in program development and process improvement
9. Ability to apply effective and accurate data entry and typing skills
10. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.
- **Institutional Infrastructure:** Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.
- **Information and Analytics:** Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in a related field of study required.
- Master's degree in a related field of study preferred.
- Three (3) to five (5) years of security and/or emergency management experience.
- Five plus (5+) years of related experience preferred.
- One (1) to Three (3) years of supervisory experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties, including: traversing uneven surfaces, ascending/descending ladders, and working atop high surfaces; to move, transport, and/or position moderate (up to 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces, or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- Valid AZ Driver's License