

JOB DESCRIPTION

TITLE: Director of Security

SUPERVISOR: Vice President of Finance and Administrative Services

JOB OBJECTIVE: Responsible to the Vice President of Finance and Administrative Services for directing and coordinating the administration and operation of the safety and security department and perform related work as required.

ESSENTIAL JOB FUNCTIONS:

- A. Management of a 24 hour Security Department including direct supervision of first shift security supervisor and second/third shift security employees.
- B. Responsible for preparing and maintaining the budgets for motor vehicle operations, first aid, and the safety and security department.
- C. Appraises crime prevention and law enforcement problems, conducts workshops and seminars regarding safety and security procedures, and publishes "security grams" to the college as a method of crime prevention.
- D. Insures college compliance with TBR guidelines and policies, state and federal security requirements, and crime reporting.
- E. Establish and supervise procedures to acquire, control, and issue motor vehicle decals.
- F. Review and recommend revisions to traffic and parking regulations, and serve as an advisor on campus committees on security related matters.
- G. Responsible for purchasing all security equipment and supplies in accordance with TBR and college purchasing policies.
- H. Coordinates and plans disaster drills in conjunction with the crisis and disaster plan.
- I. Responsible for managing institution-owned vehicle fleet, and a database of individuals authorized to use the fleet cars.
- J. Responsible for building security and an effective key control program.
- K. Responsible for crisis and disaster planning
- L. Make arrangements for security certification and other training/workshops appropriate for security personnel.
- M. Prepare and submit various internal and external reports.
- N. OSHA compliance monitoring
- O. Performs other work as assigned.

MINIMUM JOB STANDARDS:

- A. High school diploma or equivalent
- B. Three years' security supervisor experience in a supervisory capacity
- C. Knowledge of state purchasing procedures
- D. _____ technical/computer skills

JOB LOCATION: The primary job location is the college's main campus. Occasional travel throughout the service area may be required.

EQUIPMENT: Use of standard office equipment, including a microcomputer, is required.

CRITICAL SKILLS/EXPERTISE:

- Knowledge of security procedures
- Knowledge of basic supervision and management
- Ability to communicate clearly and concisely
- Knowledge of legal methods, security equipment, policies and procedures of law enforcement, investigations, and court proceedings
- Ability to evaluate situations, make decisions, and react quickly and calmly in emergency situations
- Ability to administer the enforcement of laws firmly, tactfully, and with respect to the rights of others
- Ability to establish and maintain effective professional relationships with a diverse group of individuals, both internal and external.

NON-ESSENTIAL FUNCTIONS: None

SALARY: \$ - \$

EMPLOYMENT DOCUMENTS: Current Federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed

APPLY TO: Human Resources
Nashville State Technical Community College
120 White Bridge Road
Nashville, TN 37209

Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer