

## DIVISION COORDINATOR (CAMPUS SECURITY – WCC)

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Director of the Physical Plant, an incumbent of this position is responsible for the overall security and safety of a diverse community of students, faculty, staff and visitors on Westchester Community College's main campus and its various extension centers located throughout the County. Work involves participating in formulating, implementing and administering systems and procedures to provide comprehensive security for a 218-acre open campus and its various off-site locations which serve over 35,000 students. Other duties include maintaining, disseminating and implementing standard operating security protocols and ensuring consistent adherence to same; maintaining liaison with external law enforcement agencies as needed, and maintaining frequent contact with managers on a College-wide basis to ensure the effective coordination of services for events. Supervision is exercised over professional, maintenance and clerical support staff and the incumbent participates in providing oversight to a large number of contracted security personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops and implements crime prevention strategies including targeted security patrols, law enforcement patrols, community awareness training, student orientation training, etc.

Serves as the College's liaison and as the primary point of contact for external law enforcement agencies (local, state, and federal), and emergency response organizations;

Administers and monitors college security systems such as emergency notification systems, intrusion alarms, video management & CCTV systems, fire alarm systems, etc.;

Develops and maintains Emergency Response Plans for the College and its extension centers;

Maintains and oversees the college's public access automated external defibrillator program to ensure compliance with New York State Health Department regulations;

Ensures compliance with all federal laws, rules and regulations regarding violence in the workplace; ensures necessary materials are disseminated to all employees upon appointment;

Participates in administering the college master key system by establishing effective controls to ensure campus safety and enable immediate access to records and keys/cards, as needed;

Represents the college by working with external law enforcement agencies in the investigation of crimes and incidents occurring at the main campus or at one of its extension centers;

Develops and manages the security division's budget by tracking departmental expenditures and participating in budget preparation by providing the Director of the Physical Plant with reports of expenses and other information, as needed;

Participates in developing, maintaining and implementing policies and procedures governing access to college grounds, facilities, and parking;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Develops and implements security and safety plans for special events at the college; coordinates contracted security staff as needed to ensure adequate coverage;

Participates in managing Security Dispatch Center operations, including systems selection, policies, procedures, and training;

Ensures that all departmental staff of the Physical Plant are trained in established health and safety protocols and ensures that contracted security personnel are trained in accordance with the terms of the contract;

Chairs the Advisory Committee on Campus Security which makes recommendations to the President on security/safety improvements;

Uses computer applications and other automated systems such as spreadsheets, word processing, calendar, email and database software in performing assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of police and security techniques; good knowledge of the Campus Security Act; knowledge of local penal and fire safety laws; good knowledge of the techniques and methods used in safety and security analysis; good knowledge of safety and security laws, rules and regulations; knowledge of administrative practices and techniques, inability to establish and maintain effective relationships with local law enforcement and emergency response agencies; ability to supervise and plan the work of others; ability to multi-task and prioritize assignments; ability to read, write, speak, understand and communicate in English sufficient to perform the essential functions of the position; ability to use automated systems such as spreadsheets, word processing, calendar, email and database software; initiative; sound judgment; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and six years of progressively responsible experience in a private security firm or in a police agency coordinating, controlling and directing police resources, activities and personnel.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the NYS Education Department as a post-secondary, degree-granting institution.

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J. C.: Pending  
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Job Class Code: E0946  
Job Group: W01