

<b>Position:</b>	<b>Public Safety Manager</b>
<b>Classification:</b>	Professional Support
<b>Division:</b>	Student Affairs
<b>Department:</b>	Public Safety
<b>Reports to:</b>	Vice President and Dean of Student Affairs
<b>Job Summary:</b>	Responsible for the daily operations of the Public Safety Department. Providing leadership, supervision, and development for Public Safety Officers.
<b>Schedule:</b>	Full-Time

#### **Position Overview:**

Manor College has a Full-Time Opening for Public Safety Manager. The Public Safety Manager is responsible for establishing campus safety and security programs as well as fire prevention and is considered an essential worker. Ensuring that all guidelines are clearly identified and students and faculty are aware and knowledgeable of the proper procedures. Reports are accurate and submitted in a timely fashion. The Public Safety Manager should have knowledge/experience in campus security procedures, law and law enforcement and the ability to react quickly and calmly in emergency situations. The position requires diplomacy and tact in leadership when interacting with the academic and college community including visitors and guests.

#### **Key Responsibilities:**

- Maintain a campus and fire safety program
- Recruit, train and direct public safety personnel
- Act as on-duty patrol officer while on shift
  - Shift is Monday through Friday, 7:00 AM-3:00 PM with on-call duties as described below.
- Respond to the needs of the department, on an on-call-basis, being able to respond at any time during the day or night in the event of an emergency
- Responsible for scheduling staff, including during holidays and scheduled school breaks
- Act as chair to Manor's Safety Committee
- Maintain accurate and current records of all incidents
- Update and maintain the campus safety and security manual/handbook
- Work with Vice President of Student Affairs on developing and implementing the public safety budget
- Maintain an orderly public safety office
- Review daily log book and ensure it is maintained on current basis
- Monitor daily patrol logs
- Monitor and maintain campus security camera records per policy and system capacity
- Ensure uniforms and equipment are properly maintained

- Submit work orders as needed
- Maintain a strong working relationship with the Residence Life staff and provide assistance as necessary in matters relating to Clery Laws and accountability documentation, including monthly and yearly reports to the federal government
- Oversee campus ID process for students, faculty and staff, maintaining current database
- Maintain records of all keys for college
- Follow policy and procedures should a student not log in for a period of 24 hours or longer.
- Uphold the mission of the college as a Catholic Basilian institution of higher education
- Other duties as assigned

### **Qualifications:**

- Associates degree, Bachelor's preferred
- Police or Military experience preferred
- Knowledge of police, military or rescue procedures a plus
- Must be able to move and lift at least 35-40 lbs. unassisted
- Act 120 or 235 certification preferred
- Must be able to respond quickly, calmly and professionally to a variety of emergency and crisis situations
- Must be able to tolerate long periods of sitting, standing and walking
- Must be highly organized and team oriented
- Must complete and maintain certifications in AED, CPR and First Aid, NIMS and any other training that may be required for employment in security
- Must be able to multitask and work under pressure
- Must be proficient in Microsoft Office and the Google suite of software

**Salary Range: \$50,000-53,000**

**To Apply: Please submit resume to [amootz@manor.edu](mailto:amootz@manor.edu) and [jobs@manor.edu](mailto:jobs@manor.edu)**

### **Equal Opportunity Statement:**

Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service, or any other status protected by law.