Director of Safety and Security - Security

Salary Range: $103,480.00 – $167,731.20 annually

Apply Today!

PURPOSE OF JOB

This role is responsible for leading and implementing the safety and security measures and approach for the organization. This encompasses the safety and security operations in all locations to include loss prevention, establishing safety programs and emergency procedures, assessment and analysis of potential risks and appropriate safeguards, as well as policy and procedure development and vendor management.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assesses safety and security measures and risks and provides strategic initiatives based on findings.
2. Acts as the chief advisor to the executive leadership team on all safety and security-related matters.
3. Leads the communication and implementation of the overall safety and security strategy for the organization.
4. Oversees and monitors the safety and security incident reporting system.
5. Utilizes data in the incident reporting system to make decisions and to forecast future security trends by location, including the optimization of security personnel for the organization.
6. Responsible for the coaching, managing, hiring, orienting, training and evaluating of Security personnel in collaboration with Security Supervisors and location managers.
7. Coordinates, initiates and approves paperwork and documentation to assure proper fiscal and regulatory control. Prepares and manages the Security budget and overall workforce plan.
8. Administers and coordinates security-related capital projects, security equipment upgrades and replacement, and contract service arrangements for special duty personnel, etc.
9. Creates and coordinates system-wide safety and security initiatives including policies and procedures, training programs, drills, and equipment purchase, installation and maintenance, helping to ensure appropriate responses to safety and security incidents in all locations.
10. Serves as the organization’s primary liaison with local law enforcement and other security agencies.
11. Reviews and investigates major security incidents and makes recommendations for actions to mitigate or lessen the organizational risks now and in the future.

12. Manages and oversees badge and key access, alarm and surveillance systems and related procedures.

13. Maintains a thorough knowledge of non-violent crisis intervention and de-escalation techniques. Handles situations according to Library policies and procedures.

14. Assists with the disaster recovery plan by collaborating with the Risk and Business Process Manager in updating the plan and scheduling periodic table top drills to test the plan.

15. Responds to emergency/urgent service requests and promptly report to varied work locations as needed.

16. Performs additional duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

1. Bachelor’s Degree in business administration, criminal justice, or public safety/law enforcement required. Masters degree preferred.

2. At least 7 years' experience in security operations or law enforcement, and relevant management experience.

3. Extensive knowledge of safety and security policy and procedures for a large organization that serves the public.

4. Demonstrated management and knowledge of building security alarm, fire alarm, video and card access systems, including appropriate application of devices to provide security for dynamic circumstances.

5. Knowledge and experience with developing and managing disaster recovery plans and business continuity plans.

6. Certified Protection Professional (CPP) or Physical Security Professional (PSP) certification preferred.

7. Ability to effectively present in a variety of formal group and one-on-one settings. Command attention and manage group process.

8. Knowledge of commercial security systems, investigative techniques, legal implications of security operations and operating procedures of law enforcement agencies.

9. Ability to operate library technology including personal computer, email, software programs (i.e. Windows/Microsoft Office) and other job-related equipment and systems.

10. Valid driver license which meets the minimum requirements of CML’s vehicle insurance policy and access to a personal vehicle to promptly report to varied work locations as assigned.
WORKING CONDITIONS AND PHYSICAL DEMANDS

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions.

Work requires occasional lifting or pushing of up to 20 lbs. and the frequent lifting or pushing of up to 10 lbs.