

Position Announcement

University of Puget Sound Associate Director of Security

The mission of the University of Puget Sound is to develop in its students the capacities for critical analysis, aesthetic appreciation, sound judgment, and apt expression that will sustain a lifetime of intellectual curiosity, active inquiry, and reasoned independence. Puget Sound is a 2,600-student, residential, national undergraduate liberal arts college in Tacoma, Washington, drawing students from virtually every state and several countries. Sixty-five percent of students live on the 97-acre campus and the remainder typically live within a mile in the surrounding neighborhood. A low student-faculty ratio provides students with personal attention from faculty members who have a strong commitment to teaching. The university offers 1,200 courses in more than 50 areas of study, numerous experiential learning opportunities, 23 DIII varsity sports, and extensive co-curricular and leadership opportunities. Puget Sound graduates include Rhodes and Fulbright scholars, notables in the arts and culture, entrepreneurs and elected officials, and leaders in business and finance locally and throughout the world.

The urban culture of Tacoma, known as the City of Destiny, is quintessential Pacific Northwest — a mix of low-key cafés, highbrow art museums, and laid-back music venues. Located in Tacoma's residential North End neighborhood, the Puget Sound campus offers easy access to some of the best shops, eateries, and coffeehouses in the city. Known as one of America's most livable cities, Tacoma is positioned 35 miles south of Seattle and 30 miles north of Olympia, the state's capital. Add to that the magnetic pull of Mount Rainier, the ocean, the rain forests — and you know you are in a special place.

Reporting to the director of security services, the associate director works closely with the director, security services staff, campus constituents, and local community to promote a safe and secure campus environment. The associate director maintains an awareness of best practices and national trends related to safety/security and legal issues applicable to higher education; develops, implements, and monitors the effectiveness of campus safety policies and procedures; and makes recommendations to the director for ongoing improvements. The associate director is responsible for patrol and dispatch functions and is also responsible for the security services department in the absence of the director. The associate director leads an unarmed, unsworn staff of 18 (including campus safety officers, lead safety officers, dispatchers, and temporary staff), as well as eight part-time student staff, and manages the hiring, on-boarding, training, and performance evaluation of these staff members. The associate director establishes the daily duty schedule to ensure proper coverage and supervision for security services for daily operations as well special events, and provides 24-hour on-call support to the campus and on-duty security staff. The associate director develops and administers the departmental training curriculum for all security staff, maintains software that supports patrol operations, and responds to routine, priority, and emergency calls for service as necessary. The associate director consistently monitors call response logs and shift documentation for accuracy and updates.

The position requires a bachelor's degree, ideally in a field related to criminal justice, public safety, emergency management or related field, with demonstrated progressive supervisory and administrative experience, including increasing levels and scope of responsibilities, with meaningful experience within higher education safety and security. Candidates should be familiar with best practices related to campus safety and security, engagement with a diverse campus community, crime prevention and safety education and training, program assessment, and coordination with external agencies. The successful candidate will have strong interpersonal, organizational, oral and written communication, intercultural, and listening skills, and will demonstrate qualities that contribute to a setting where teamwork is highly

valued with the ever-present goal of advancing student learning and development for a diverse student body in a residential liberal arts environment. The University of Puget Sound is seeking candidates who have a demonstrated commitment to cultural competence and providing leadership in building equitable, diverse, and inclusive environments. A strong technical background with both hardware and software is highly desirable. All offers of employment are contingent on successful completion of a background inquiry, and ability to obtain a valid Washington state driver's license, as well as first aid/CPR certifications, which must be obtained within two months of appointment. An offer of employment for this position is also contingent on a drug screen, physical test, and functional assessment.

Review of applications will begin April 17, 2018, and continue until the position is filled. A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at www.spelmanjohnson.com/open-positions. Confidential inquiries and nominations for this position may be emailed to J. Scott Derrick jsd@spelmanjohnson.com. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

Spelman Johnson

University of Puget Sound – Associate Director of Security
J. Scott Derrick, Search Associate

Visit the Puget Sound website at www.pugetsound.edu
Visit the Office of Security Services at
www.pugetsound.edu/about/offices-services/security-services/

The University of Puget Sound is an equal opportunity employer and is committed to recruiting, hiring, and retaining the most qualified persons based on job-related criteria. The university will not engage in or tolerate any discrimination or harassment in the workplace as prohibited by local, state, or federal law. More specifically, no applicant or staff member will be discriminated against or harassed on the basis of his or her race, color, sex, religion, age, disability, marital or familial status, national origin, creed, veteran and military status, sexual orientation, sexual identity, gender identity and expression, genetic information, socioeconomic class, language spoken, documentation status, political beliefs or any other characteristic prohibited by applicable federal, state, or local law.