

**MULTNOMAH UNIVERSITY**  
**JOB DESCRIPTION**  
**01/29/2023**

**Position: Deputy Director, Department of Emergency Management and Campus Safety**

**Position Reports to: Director, Department of Emergency Management and Campus Safety**

**Position Responsible for: Director Support and Campus Safety Patrol Operations**

**Mission:** The mission of the Multnomah University Emergency Management/Campus Safety Department is to provide and foster a climate that allows individuals to live, study, work, and visit campus in a safe environment. Areas of focus include workplace safety, fire safety, weather safety, and safety from crime.

**PRINCIPAL RESPONSIBILITIES:**

**Overall Supervision of Department Operations**

**Objective:** *To provide leadership and oversight to the Emergency Management/Campus Safety Department*

**Responsibilities:**

- Ensure that all Campus Safety personnel model professional and courteous service to the best of their abilities. Ensure that all Campus Safety personnel maintain a professional appearance.
- Direct and assign projects and other duties as needed.
- Maintenance of a work schedule that provides for 24 hour per day, 7 days per week coverage of campus safety personnel for the university.
- Supervision and direction of patrol personnel.
- Ensure compliance of Departmental Standard Operating Procedures.
- Responsible for ensuring support is given either in person or by direction and delegation to the Director.
- Will be on-call for assistance needed in Patrol Operations or as assigned by the Director
- Acts as point for the department and exercises authority given by the Director or the Vice President of Student life when the Director is not available.

**Administration**

**Objective:** *Administration of Operational functions*

**Responsibilities:**

- Review Campus Safety daily activity reports.
- Oversee administrative office functions.
- Is responsible for reviewing and approving payroll time recording systems.
- Reviews and approves requests for time off ensuring that all shifts are covered.
- Reviews Campus Safety Incident Reports, Supplemental Reports and all other reporting of operational functions.
- Reviews and ensures timely entries into the Daily Crime and Fire Log.

## **Events and Parking Management**

**Objective:** *Oversee Parking Management and safety for university events*

**Responsibilities:**

- Organization and coordination of Campus Safety personnel in support of Multnomah events when necessary.
- Manage, oversee and direct Parking Management Program
- Is responsible for the implementation and management of the Parking Management Program to include being point person and liaison to the parking management vendor.

## **Security Maintenance and Crime Prevention**

**Objective:** *Carry out directions of Director in the area of access control, fire prevention, medical response and crime prevention.*

**Responsibilities:**

- Carry out and delegate assignments related to the fire alarm systems.
- Carry out and direct assignments related to access control and campus related events.
- Obtain all licenses, permits, certifications and skills necessary to carry out specific duties as assigned by the Director/VP and/or the President.

## **Communication Skills and Work Habits**

**Objective:** *Maintain a Christ-like testimony in all aspects of the job.*

**Responsibilities:**

- Communicate openly and clearly in a Christ honoring and congenial manner, both within the department and to those outside the department.
- Represent Multnomah well in dress, grooming and actions.
- Show discernment in the use of time.
- Communicate regularly with the Director
- Demonstrates excellent Work habits and models superior work ethics.

**Note:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees to this job.

## **QUALIFICATIONS**

### **Job-specific Requirements**

- 1 year in institutional Campus Safety work.
- 1 year in law enforcement employment.
- Possess a current and valid driver license.
- Obtain the following certifications and licenses within
  - 1 month: DPSST Unarmed Security and Supervisory Manager Certifications
  - 1 month: CPR/1<sup>st</sup> Aid/ AED Certifications.
- Be able to obtain other certifications and licenses as needed.
- Possess basic computer skills.
- No more than 5% unapproved absenteeism annually
- Ability to maintain confidentiality
- Extremely trustworthy

- Possess the ability to walk and stand for extended periods of time
- Ability to work in high stress or confrontational environments
- Ability to maintain composure and respond rationally in emergencies
- Demonstrated organizational skills
- Show self-initiative

#### Job-Specific Preferences

- Preferred supervision experience in institutional Campus Safety.
- Preferred supervision in law enforcement.
- Demonstrated interpersonal skills.

#### General Employment Requirements

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian university, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, the job descriptions for all employment positions at Multnomah University contain the following statements relating to required personal qualities:

- Employees will have received Jesus Christ as his/her personal Savior. John 1:12
- Employees will be in basic agreement with the institution's doctrinal statement.
- Employees will believe the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- Employees will be Christian role models in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- Employees will be actively involved in a local church.

**Employee signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_