FISK UNIVERSITY
Job Description Form

Position Title: Deputy Chief/Assistant Director

Department: Campus Safety

Reports To: Chief/Director of Campus Safety

FLSA Designation: Exempt – Salaried

Bargaining Unit Position: No

Date Written/Revised: December 2012

POSITION SUMMARY

The successful candidate will be responsible for assisting the Director in maintaining safety and security throughout the Fisk University campus. He or she will assist in identifying and establishing programs for orienting new employees; assisting in planning the training and development of staff; and ensuring all policies and procedures are up-to-date, well organized and easily accessible to all staff and students. He or she will ensure that detailed records of performance and training status of all employees are maintained.

ESSENTIAL FUNCTIONS

1. Assists the Director in the daily operations of the department
2. Implements and enforces all established safety and security policies
3. Directs and oversees deployment of personnel
4. Assists the Director with campus emergency planning and training
5. Assists the Director in collecting any data needed for the preparation of the Annual Fire Safety Report, Annual Crime Awareness and Campus Security report, board reports, TBI reports and budget reports
6. Participates in the planning process for all major activities on campus identifying the security and safety issues
7. Assists Director in planning and developing new procedures and implementing them; organizing and conducting in-service sessions to implement new programs and to ensure existing programs are being followed

SECONDARY FUNCTIONS

1. Supervises and monitors time and leave usage in accordance with University policy

2. Prepares performance evaluations for review and approval by the Director
3. Researches and gathers information on new equipment, uniform items, vehicles, etc.
4. Assists Director with purchase requests and requisitions
5. Participates in staffing and selection activities
6. Performs other duties as assigned

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

Applicant must possess an understanding of the Tennessee Based Reporting System (TIBRS) and The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. The ability to speak well and instruct safety related classes to the campus community.

QUALIFICATIONS

Education: Bachelor's degree in Law Enforcement or related field preferred.

Experience: Five years of law enforcement or campus security experience.

Licenses or Certificates: Valid State of Tennessee Private Protective Security License.

Additional Requirements: A background and credit check will be required of the successful applicant. An official transcript (if applicable) and names, addresses and phone numbers of three (3) references will be required of the successful applicant.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.