



Hudson County Community College invites applications for the position of

Executive Director of Public Safety

Hudson County Community College is an award-winning, comprehensive urban college with two campuses located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the state-of-the-art, award-winning Gabert Library.

The College is seeking an **Executive Director of Public Safety** to set the vision, strategy, and direction for the College's safety, security and emergency management programs with a strategic understanding of future security needs and crime prevention on campus.

Position Summary:

The **Executive Director of Public Safety** serves as a primary resource and advisor to the College on matters related to campus safety and security and is responsible for planning, organizing, directing and evaluating comprehensive programs to ensure the protection and safety of all students, staff, visitors, facilities and property. The Executive Director of Public Safety leads and directs all functions of the College's Public Safety Team on the Jersey City and Union City campuses with the goal of providing a peaceful and safe environment for the College community.

The Executive Director reports to the Vice President for Business and Finance/CFO and is a member of the President's Executive Council.

Responsibilities:

- Provide vision for the Public Safety department including the establishment of goals and objectives that support the mission of Hudson County Community College.
- Assess college-wide operational activities and develop action plans to address needs; monitor the efficiency and effectiveness of the department's organizational structure, staffing patterns, service levels and administrative systems; and ensure continuous improvement in Public Safety services to meet and exceed expectations of the students, staff, and the public.

- Provide leadership in the development, implementation, and ongoing execution of sound public safety and law enforcement practices, policies, initiatives, and actions that promote campus safety and security.
- Ensure all regulatory reports are completed and filed in a timely manner.
- Meet regularly with the Office of Emergency Management (OEM) to review the current status of the Emergency Operations Plan and emergency preparedness, receive regular training in emergency management, and keep abreast of current trends in this area.
- Work closely with the College's Chief Information Officer to identify and deploy appropriate security-related technologies
- Develop positive relationships by meeting regularly with student leaders and key College department leaders.
- Ensure adequate safety and security for the campus through a proper balance of foot and vehicle patrol.
- Meet regularly with other local and state law enforcement agency heads to identify and facilitate resolutions to common problems and issues.
- Serve on the College's Behavioral Intervention Team.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Leadership – Lead and inspire staff to continue to look for ways to improve, be resourceful, and be innovative problem solvers.
- Problem Solving - Identify and resolve problems in a timely manner, gather and analyze information skillfully, encourage open dialogue within the department, and use reason even when dealing with emotional topics.
- Customer Service – Manage difficult or emotional customer situations, respond promptly to individuals' needs, follow through with requests, solicit feedback to improve service, respond to requests for service and assistance, and meet commitments. Build positive relationships and rapport with the campus and surrounding communities.
- Interpersonal Skills – Focus on resolving conflict; maintain confidentiality, listen and be empathic with others.
- Oral Communication - Speak clearly and persuasively in positive or negative situations, be patient, listen and get clarification, and respond well to questions.
- Written Communication - Write well, ensure that communications are accurate, clear, and concise.
- Teamwork – Empower employees individually and encourage trust within the team, exhibit objectivity and be open to others' views, and give and welcome feedback.
- Diversity - Show respect and sensitivity for cultural differences.
- Ethics - Treat people with respect, work ethically and with integrity, and uphold organizational values.
- Organizational Support - Follow policies and procedures, complete administrative tasks correctly and on time, and support the College's goals.
- Judgment - Work independently, display willingness to encourage feedback and make decisions, exhibit sound and accurate judgment, and support and explain reasoning for decisions.

Requirements Minimum/Preferred Qualifications:

Minimum Qualifications:

Bachelor's degree in Criminal Justice, Public Administration, or related field.

At least seven years of increasing law enforcement experience with a minimum of five years of management and administrative responsibility.

Demonstrated knowledge of law enforcement practices, philosophies, procedures, and legal issues, particularly relating to public safety/ law enforcement on a college campus.

Effective written and oral communication skills.

Detailed knowledge of New Jersey state law, case law, civil law and procedures, civil liability issues, and personnel administration relevant to a college public safety operation.

Demonstrated ability to relate well to a diverse college community in a variety of situations.

Preferred Qualifications:

Experience at an institution of higher education at command level.

Master's degree in related field.

In-depth knowledge of the Clery Act and Title IX requirements.

Salary: Commensurate with experience

TO APPLY: Send a letter of application, resume, salary requirements and names/contact information of three professional references to:

Via USPS:

Hudson County Community College
Department of Human Resources
70 Sip Avenue
Jersey City, NJ 07306

Via Email:

Resumes@hccc.edu

Via Fax:

201-714-2509

For additional information about the College, please visit www.hccc.edu. Employment opportunities at Hudson County Community College may be obtained at www.njherc.org, www.higheredjobs.com, www.latinosinhighered.com, www.indeed.com and www.diverseeducation.com

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

HCCC IS AN EEO/AA EMPLOYER