THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title  Assistant College Security Director
Title Code  04980
FLSA Status  Exempt
Date Issued  R June 24, 1999

General Duties and Responsibilities

Reporting to the College Security Director at any of the CUNY colleges, with significant latitude, administers the day-to-day security and public safety operations, and implements and enforces all established safety and security policies and procedures at the college. Directs and oversees assigned staff. Interacts with faculty, staff, students and local law enforcement. Responds to all emergencies and participates in planning and staffing security and public safety functions.

Reporting to the University Security Director at the CUNY Central Office performs duties of a CUNY-wide nature dealing with personnel, budget, and other matters affecting the University security and public safety functions. The incumbent may act on behalf of the Director in his absence when so delegated.

General Work Tasks

− Manages day to day operations, directing and prioritizing the work activities of all assigned personnel including contract guards assigned to that campus. Reviews post assignments; oversees deployment of personnel; reviews all daily incident reports; and conducts incident investigations and prepares written reports.

− Supervises special events including the coordination with the New York Fire and Police Departments; prepares security, safety, crowd control, and emergency evacuation plans in consultation with appropriate college staff.

− Participates in the planning process for all major activities on campus identifying the security and safety issues for projects such as building renovation, construction, contractors or vendors performing work, etc.

− Oversees the conduct of roll calls and inspections and may supervise the Training Officers; reviews and provides input for the preparation of daily roll call training matters; in colleges where there is no designated Training Officer, may prepare and conduct staff training.

− Supervises and monitors time and leave usage in accordance with college and University policy; verifies attendance, sick leave excuses and lateness; documents attendance violations; obtains approvals before allocating overtime; coordinates staffing for mobilizations; and assures that time charges are accurate and documented.

− Prepares performance evaluations for review and approval by the Director, initiates disciplinary action when necessary, implements summary disciplinary penalties within guidelines with the approval of the Director.

− Oversees semi-annual complete uniform and equipment inspection and prepares applicable reports.
− Researches and gathers information on new equipment, uniform items, vehicles, etc., prepares purchase requests and justifications for review and approval of the Director.

− When assigned to the Central Office by University Personnel, this position will conduct peace officer background investigations and prepare appropriate reports with disposition recommendations; draft security policy statements for review by the University Security Director and circulation to the CUNY Security Directors; administer various aspects of personnel management programs on a CUNY-wide basis including statutory and discretionary employee training and development activities; assist in the analysis, review, and utilization of confidential records, including those from New York Police Department; assist in conducting college wide or University-wide internal investigations of alleged officer misconduct or other investigations as directed by the University Security Director.

− Participates in staffing and selection activities including hiring pools, examination administration, and the like.

− Assists the College or University Director; prepares reports; compiles and maintains crime statistics; and attends meetings as needed.

− When delegated, acts in the absence of the College or University Security Director, as applicable.

− Performs other duties as assigned.

**Qualification Requirements**

1. A baccalaureate degree in Criminal Justice, Police Science or a closely related field and three (3) years of related experience, two (2) years of which must involve responsible administrative or supervisory experience. In addition to progressively responsible security experience in a College or University setting, examples of related experience are: equivalent military or law enforcement experience; equivalent security force service; or equivalent business/industrial experience; OR

2. A baccalaureate degree and four (4) years of related experience as described in #1 above, two (2) years of which must involve responsible administrative or supervisory experience; OR

3. An Associates degree or 60 credits and five years of related experience as described in #1 above, two (2) years of which must involve responsible administrative or supervisory experience; OR

4. A high school diploma or GED, three (3) years of experience as a Campus Public Safety Sergeant (formerly CPO level III) and (4) additional years of related experience as described in #1 above.

5. A valid, current New York State driver’s license, New York City residency, and United States citizenship- required for ALL candidates.
NOTE: This title is subject to a satisfactory background investigation, which may include but is not limited criminal history review, drug tests, credit checks, driving record view, work history verification and reference checks. This title is subject to random drug testing as well as re-fingerprinting and reinvestigation every five years.

Within one year of appointment to this title, or sooner based on availability and satisfactory completion of mandated University training, a person appointed to this title must qualify for and obtain Peace officer status in accordance with the requirements of the New York State Division of Criminal Justice Services, Bureau of Municipal Police Standards. At the discretion of the College President, persons appointed to this title must, within one year of appointment to this title, receive New York State Division of Criminal Justice Services certified firearms training in accordance with New York Penal Law, Article 35.

Direct Lines of Promotion

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<th>FROM:</th>
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<td>Campus Public Safety Sergeant (04846)</td>
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