



**OFFICE OF HUMAN RESOURCES**  
60 South Lincoln Street  
Washington, PA 15301

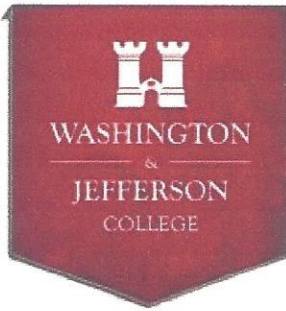
P. 724-503-1001 x 6509 E. hr@washjeff.edu

## **Lieutenant/Asst. Director Campus and Public Safety**

**Duties and Responsibilities:** The Lieutenant/Assistant Director serves as the officer in charge of the Department in the absence of the Director. The Lieutenant/Assistant Director assists the Director with administration of policies and procedures of the Department of Campus and Public Safety to include planning, personnel development and administration and public relations.

- A. Recruit, supervise, train and evaluate personnel including Shift Supervisors/Police Sergeants and other assigned security personnel established by the department chain of command.
- B. Oversee department operations and staffing needs, including security and patrol shifts, dispatcher shifts, and preparing and assignment of personnel for special events.
- C. Prepares Sergeant/Shift supervisor evaluations.
- D. Assists the Director in preparing and administering the departmental budget.
- E. Ensure proper management of all Departmental records, including but not limited to Department records management systems and software.
- F. Ensure maintenance of Department Property/Evidence Locker, including records management, property storage and management, proper evidence disposal.
- G. Ensure Department personnel receive mandatory training, updates, and recertification as required for accreditation standards, including but not limited to In-Service Training, Act 235, Act 120 recertification, First Aid and CPR.
- H. Manage on-site investigations and acts as a liaison to municipal, state, federal, and other college law enforcement agencies.
- I. Maintain positive and professional relationships with all College departments and Divisions represent the department at meetings as requested by the Director.

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- J. Ensure annual review and update of the campus Emergency Response Plan, implementation of campus emergency response exercises, and emergency response training for Department personnel.
- K. Remain current with Clery mandates; assist with compiling and publishing campus crime statistics and annual report in accordance with Clery Act requirements and PA Uniform Crime Reporting (UCR).
- L. Assist the Director in ensuring that the Department provides campus wide training in crime prevention, and other educational programs for faculty, staff, and students.
- M. Assists Director in writing, reviewing and implementing Department policies and procedures.
- N. Assists in collective bargaining and union negotiations, and oversees grievance procedures.
- O. Support and fill in for all duties assigned to the Campus Security Officers, Sergeants, and/or Director of Public Safety.
- P. Participates on behalf of CPS Department at the request of the Vice President for Student Life.
- Q. Serves as a backup for the Director when necessary.
- R. Perform other duties as assigned by the Director.

**Qualifications:**

1. Bachelor's Degree in Criminal Justice or related field required, Master's Degree preferred. Poles, Advanced Poles and Posit training preferred.
2. A minimum of five to seven years of experience in a police management capacity, university/college experience preferred.
3. Demonstrated experience in drafting and executing emergency operational planning.
4. Demonstrated experience in contract negotiation and grievance process.
5. Must maintain Act 120 certification throughout employment.
6. Must pass physical examination and psychological evaluation.

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7. Clean criminal background, must be maintained throughout employment.
8. Valid PA driver's license with clean driving record (as maintained through Pennsylvania Department of Transportation or any state Department of Motor Vehicles), must be maintained throughout employment
9. Ability to work hours as necessary based on the needs of the department and campus community, including overtime and various shifts.
10. Ability to perform a variety of patrol and physical functions including but not limited to driving in various weather/lighting conditions, ability to walk stairs, ability to stand at stationary posts for extended periods of time, ability to lift 50 pounds of weight, climb steps, and walk uneven terrain.

Excellent oral and written communication skills are required; and Microsoft Office proficiency (Word, Excel and PowerPoint required.) Must have the ability to work well under pressure, ability to raise issues proactively, handle multiple priorities, and work independently with little supervision. Ability to handle confidential information.

Applicants should email their resume, cover letter, references and salary requirements to: [hr@washjeff.edu](mailto:hr@washjeff.edu). Official transcripts are required upon hiring.

### ***About Washington & Jefferson College***

Washington & Jefferson College (W&J) is a residential, selective, liberal arts college located thirty miles from Pittsburgh, Pa. The oldest such college located west of the Allegheny Mountains, W&J welcomes applications from creative and adaptable individuals who are dedicated to undergraduate liberal arts education, who cherish close interaction between faculty and students, and who enjoy participating in and promoting a diverse community committed to multicultural and global understanding.

### ***Equal Opportunity Employer***

Washington & Jefferson College (W&J) is committed to increasing diversity in our community and actively pursues individuals from all backgrounds. Additionally, W&J College complies with all applicable federal, state and local laws and provides equal opportunity in all educational programs and activities, admission of students and conditions of employment for all qualified individuals regardless of race, color, sex, religion, age, disability, sexual orientation, protected veteran status, gender identity, or national origin.