

## **The University of Texas at San Antonio Director of Public Safety and Chief of Police**

*For a full job description, required qualifications and application process, visit the UTSA Human Resources website at: <https://www.utsajobs.com>.*

### **Description of Duties & Responsibilities:**

#### **POSITION SUMMARY:**

Provides leadership and direction for all operations of the University Police Department. The department is a service-oriented organization responsible for campus security, crime prevention and investigation, law enforcement, dispatch and police communications, emergency preparedness and business continuity, accreditation, and access control.

#### **POSITION KEY RESPONSIBILITIES:**

Assures that the department provides effective customer-oriented campus security services while actively enforcing laws and regulations (including parking regulations), responding to emergencies, and preventing crime; Provides leadership for the department that includes planning, organizing and supervising all department activities, finding creative solutions, and acting as a catalyst for change; Establishes department goals and objectives consistent with university goals and objectives; Assures implementation of customer service-oriented policies, procedures, and standards for all department operations; Establishes the department's organizational structure and staffing levels; Directs, supervises, motivates, and provides leadership to department staff; Responsible for recruiting, hiring, disciplining, training, evaluation, development of all department personnel, including performance, appearance and conduct checks of all commissioned and non-commissioned personnel; Responsible for developing, presenting and defending the annual operating budget for the department and the control of costs and expenditures; Identifies creative and effective means to communicate information to students and their parents, faculty, staff, visitors and the general public, as appropriate; Maintains liaison with local, State and Federal criminal justice agencies; Works closely and successfully with all academic and administrative units of the University; Stays abreast of developments in the field of campus security, crime prevention, law enforcement, and emergency preparedness; Maintains the highest level of professional standards and ensures CALEA re-accreditation; Represents and is an ambassador for the department and the University; Ensures compliance with all U. T. System Administration security and police-related policies and guidelines, and maintains effective communication and collaboration with the U. T. System Office of the Director of Police; Serves as a model of excellence, and supports, promotes and emulates the University's core values of excellence, collaboration, inclusiveness, respect, innovation and integrity.

#### **Reporting Relationship/Accountability:**

The Director of Public Safety and Chief of Police reports to the Vice President for Business Affairs.

#### **Internal Control:**

The Director of Public Safety and Chief of Police is responsible for the design, execution, and effectiveness of a system of internal controls for the department which provides reasonable assurance that department operations are effective and efficient, university assets are safeguarded, university financial information is reliable, and the department complies with applicable laws, regulations, policies, and procedures.

#### **Working Conditions:**

Smoke-free office setting. Work involves on-call duty and, as with any public safety position, may occasionally involve personal danger. Position sometimes requires extended hours, weekends and travel.

#### **Experience & Other Skills:**

The successful candidate will have strong leadership and inter-personal skills, and have a documented history of ability to communicate complex information clearly in written and oral format to a variety of audiences. The successful candidate will be able to establish a clear vision for the department; demonstrate

a creative, customer service orientation; will be able to represent the University professionally and work collaboratively with internal and external parties; and will have a documented history of excellence.

Candidates should have high ethical values; an attitude, personality and character compatible with good law enforcement; demonstrated ability to organize, direct and manage major work activities and administrative operations.

**Required Qualifications:**

Required qualifications include a Bachelor's degree; minimum of 10 years experience in law enforcement with at least 5 years of progressive advancement in supervisory and administrative capacities; collaborative and creative problem-solving skills; skill in scheduling, directing, supervising, and reviewing the performance of subordinates in a manner conducive to productivity and high morale; hold or be able to obtain Peace Officer License from the Texas Commission on Law Enforcement Officer Standards & Education (TCLEOSE) within 12 months of hire and hold or be able to obtain advanced peace officer certification through TCLEOSE within 12 months of hire; successful completion of physical and psychological examinations and a satisfactory conclusion of a thorough background investigation; and hold or obtain a valid Texas driver's license within thirty (30) days of employment.

**Preferred Qualifications:**

Preferred qualifications include public higher education employment in a law enforcement position; a master's or advanced degree; 15 years of experience in law enforcement with at least 7 years of progressive advancement in supervisory and administrative capacities; master peace officer certification through TCLEOSE; completion of FBI National Academy or other accredited police command school; knowledge of and experience with applicable rules and regulations of The University of Texas System Board of Regents.

**Materials Required:**

UTSA application, resume, cover letter and contact information for three professional and two personal references are required.

The University of Texas at San Antonio is an Equal Opportunity Employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.

*January 12, 2010*