

**Sul Ross State University**  
**Position Description**

**Official Title:** Public Safety Director  
**Salary Group:** Unclassified (5)

**Job Code:** 1310

**Summary**

Function: Administrative responsibility for the management and supervision of Campus Security, Parking Facilities and Key Service. Serves as the University Safety Director, Risk manager, coordinating the University safety program as it relates to OSHA, EPA, Workers' Compensation Division and risk management issues.

**Duties**

Essential: Directs the planning and implementation of all aspects of the campus safety and security programs, including compliance with the Federal Campus Crime Awareness and Campus Security Act of 1990, and education of the campus community in matters of crime prevention; oversees the administration and enforcement of parking and traffic control; responsible for access control; coordinates activities related to the student discipline system with the Dean of Student Life; supervises the staff of the Public Safety Department and is responsible for their development and training. Department heads are responsible for content and maintenance of their department web pages. Responsible for the departmental budget and administrative reporting requirements. Serves as University liaison with local law enforcement. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

**Supervision**

Received: Reports to the Provost and Vice President for Academic and Student Affairs.

Given: Supervises all officers, staff and student workers.

**Education**

Required: Bachelor's Degree in Criminal Justice or related area; advanced certificate from Texas Commission on Law Enforcement Officer Standards and Education (TECLOSE).

Preferred: Master's Degree.

**Experience**

Required: Five years progressive experience in law enforcement with administrative and management experience.

Preferred: University public safety and security experience.

**Equipment/Skills**

Required: Ability to communicate, both verbally and in writing and to establish and maintain effective working relations.

**Working Conditions**

Usual: Position is Security Sensitive; exempt from overtime provisions.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: June, 2009