

Idaho State University
Pocatello, Idaho

Position Specifications
Director of Campus Security

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Prepared by:
Summit Search Solutions, Inc.



Idaho State

UNIVERSITY

www.isu.edu

THE INSTITUTION

Overview:

Idaho State University (ISU) combines exceptional academics amidst the grand natural beauty of the West. ISU faculty and students are leading the way in cutting-edge research and innovative solutions in the areas of energy, health professions, nuclear research, teaching, humanities, engineering, performing and visual arts, technology, biological sciences pharmacy and business. ISU is the state's designated lead institution in health professions and medical education.

Idaho State University, a Carnegie-classified doctoral research high and teaching institution founded in 1901, serves a diverse population by attracting students from around the world to its Idaho campuses. At the main campus in Pocatello, and at locations in Meridian, Idaho Falls and Twin Falls, ISU offers access to high-quality education in more than 280 programs. Almost 14,500 students attend ISU, receiving education and training in those programs. To read more, visit: www.isu.edu

Location: Pocatello, Idaho

THE OPPORTUNITY

The Position:

The **Director of Campus Security** reports to the Associate Vice President for Facilities Services and is responsible for directing and coordinating the overall operation of Idaho State University's Campus Security Department. The department is responsible for protecting the students, faculty, staff, visitors, and property of the University, and providing a safe learning environment. The position works effectively with University executives, faculty and staff at all levels, students, and external constituencies, and is flexible and experienced in managing departmental activities, staff, and an armed campus security force. Provides direction and supervision of the parking system, Bengal Card system, background investigations, fire evacuations, incident command and emergency operations center, emergency response and recovery, and campus-wide emergency notification systems at each of University's three campuses.

Idaho State is ranked as one of the ten safest campuses in the United States (www.collegesafe.com).

Supervises:

Oversees security, safety, parking, emergency management, emergency notification, and Bengal Card units. Staff of approximately 25 includes: Management Assistant, Security Supervisors, University Control/Access System Manager, Associate Trainer, Security Officers, and Office Specialists. The department employs 30 part-time students as well.

Key Responsibilities:

- Maintains overall responsibility for the development and implementation of approved security, safety and parking procedures, and policies for the safety, emergency management, emergency notification, and parking security of students, University employees, University property and others.
- Acts as liaison between Campus Security, the University, and local, state, and federal law enforcement agencies and fire departments in Pocatello, Idaho Falls and Meridian, as well as outreach sites throughout the state.
- Provides leadership to address the safety needs of a diverse campus environment, to include advocating with campus leadership.
- Analyze statistical data pertaining to criminal activity and threat assessment, and implement programs and procedures to resolve any issues. Administer campus-wide educational programs on crime awareness and prevention.
- Ensures compliance with federal and state crime reporting requirements, such as the Clery Act and Title IX (in coordination with the Title IX coordinator's office).
- Oversees Security, Dispatch and Alarm center, Professional License Background Investigations, Safety, Parking, and Bengal Card units of the Department.
- Ensures proper training and supervision of an armed Security Force tasked with providing a safe campus for students, faculty staff and campus visitor's.
- Plans and develops parking facilities, taking into account user needs, municipal laws and the University's Master Plan; improves customer service, assesses the needs for repairs and design changes, and ensures the work required is carried out.
- Establishes university parking and traffic enforcement policies and rules, and oversees the implementation of parking permits.
- Directs investigations of all incidents and recommends corrective action to resolve and prevent recurrence.
- Plans and manages an operating budget through which various sectors of the department can run efficiently.
- Oversees the selection, training, supervision, and evaluation of all Campus Security employees.
- Conducts reviews of operations, technical equipment, and personnel skills.
- Establishes fire safety policies and procedures.
- Oversees the coordination and maintenance of the campus fire alarm system (in conjunction with Facilities and the campus Safety Officer), intrusion alarm system, and CCTV system.
- Manages the University's emergency response plan, and serves as the primary Incident Commander for all emergency response functions for the campus.
- Conducts tests of ISU's Emergency Response Plan and emergency notification systems with campus departments and local first responders.

Qualifications:

- Bachelor's degree in a related field required.
- Experience in the higher education sector highly preferred.
- Experience in a supervisory management position in a security agency or department required.
- Certified Protection Professional (CPP), POST Certification, Graduate of a POST Academy program or equivalent is preferred.
- Professional development and training certifications in emergency management from FEMA, NEMA, or related agencies is preferred.
- Must pass rigorous background investigation and possess a current valid driver's license.
- Ability to think independently, use sound reasoning and judgment, and function in an autonomous capacity.
- Proven ability to communicate effectively, both orally and in writing.
- Ability to organize work effectively, react to emerging security problems, and take initiative.
- Ability to demonstrate sensitivity toward the broad and fluctuating base of institutional concerns.

Idaho State University values individuals with varying traditions, cultures, identities, expressions, orientation, religious beliefs, economic backgrounds, racial and ethnic origins. ISU believes that promoting diversity and a respectful work and learning environment is a key component to preparing students for success in a global economy. ISU strongly encourages applications from candidates who share these values.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled. Click the following link to apply and submit your CV/resume:

[Apply Now](#)

Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=4704575&portalID=5652>

For nominations or further information:**Margaret Lawrence**

Senior Consultant
Summit Search Solutions, Inc.
Direct: 303-862-6575
mlawrence@summitsearchsolutions.com

Carrie Coward

President
Summit Search Solutions, Inc.
Direct: 828-669-3850
ccoward@summitsearchsolutions.com



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POCATELLO AND SOUTHEAST, IDAHO

Southeast Idaho is centrally located between Salt Lake City Utah and the popular vacation destinations of Yellowstone National Park, Grand Teton National Park and Jackson Wyoming. Southeast Idaho is often thought of as the outdoor lover's paradise as it has something for everyone. The hills and the spectacular northern Rockies around Pocatello Idaho are covered with mountain bike trails as well as a wealth of outdoor activities such as camping, fishing, hiking, hunting, skiing, boating etc.

Interesting facts about Pocatello and Idaho: (information taken from <http://www.visitidaho.org/moving-to-idaho/> and <http://www.pocatelloidaho.com/pages/LifeinPocatello/>)

- The city of Pocatello is located in southeast Idaho and nestled at 4,448 feet in the western foothills of the Rocky Mountains along the Oregon Trail.
- Pocatello has an unusually desirable four-season climate where clear, sunny and dry is the norm.
- Residents of Pocatello enjoy the city's 32 parks, a Museum of Natural History, the Fort Hall Replica, Golf Courses, Swimming Complex, Bike & Hiking Trails, Pocatello Junction, Skate Park, and the Pocatello Zoo.
- Bannock County has a population of 82,539 and the county seat is located in Pocatello which is populated by 54,255 residents.
- Based on average housing costs, utilities, health care, transportation, groceries and other services, Idaho's cost of living is the second lowest of the 11 western states.
- Idaho has a strong and diversified economy. Manufacturing and agriculture remain top industries while high-tech, tourism, retail, healthcare, business and information services are growth sectors.
- According to FBI statistics, Idaho's crime rate is the lowest in the West. The rate of serious crime is 21.3 percent less than the national average.
- Idaho has more river miles than any other state, 3,100 miles.

For additional information on Pocatello and Southeast Idaho, please visit:

City of Pocatello Idaho, <http://www.pocatello.us/>
Idaho State Journal (local news), <http://www.idahostatejournal.com/>
Visit Pocatello.com, <http://www.visitpocatello.com/>
Greater Pocatello Chamber of Commerce, <http://www.pocatelloidaho.com/>
History of Pocatello, <http://www.youtube.com/watch?v=EZayOwErfTg>
Idaho Adventures in Living, <http://www.visitidaho.org/regions/southeastern/>
Bannock County, <http://www.co.bannock.id.us/index.htm>

