

Associate Director for Police Services (Administrator I) / University Police

California State University, San Bernardino

Overview

Employment Status: Full-time, At-Will, "Exempt" position, included in the Management Personnel Plan (MPP).

Work Schedule: Generally, Monday through Friday, 8:00 a.m. to 5:00 p.m. (May required to work nights and weekends pending operational needs).

First Review Deadline: This position will remain open until filled. Applications will be reviewed beginning September 24, 2020.

Required Application Materials:

All applicants must submit 1). Letter of interest or cover letter, 2). Current resume or curriculum vitae, 3). Three professional references who can provide assessments of your professional experience, accomplishments, and prospects for success in this position, and 4). Diversity Statement - may include your interpretation of diversity, inclusion, gender equity and must include specific examples of how your educational and/or professional experiences, background/philosophy has prepared you for this role at California State University, San Bernardino (maximum 250 words).

About CSUSB:

California State University, San Bernardino is a preeminent center of intellectual and cultural activity in Inland Southern California. Opened in 1965 and set at the foothills of the beautiful San Bernardino Mountains, the university serves more than 20,000 students each year and graduates about 4,000 students annually. CSUSB reflects the dynamic diversity of the region and has the most diverse student population of any university in the Inland Empire. Seventy percent of those who graduate are the first in their families to do so.

At CSUSB, you can:

- Build your future
- Work with the best
- Be your authentic self
- Focus on you
- Make a lasting impact
- Work for a purpose that is greater than your own
- Bring everything you are, become everything you want

Department Summary:

The CSUSB Police Department was established on Jan. 23, 1974, and is a full service, California POST-certified law enforcement agency that employs 19 sworn police officers

and active support staff for the service and protection of the campus community on a 24/7/365 basis. The department is responsible for the 471-acre northern San Bernardino campus and also for the surrounding area including the campus and outlying residential, canyon, and foothills. The peace officers of this department have a statewide police authority and are vested with law enforcement powers and responsibilities, identical to the municipal police or sheriff's departments in our community.

The University Police Department strives to provide "Quality Service" by providing professional service with honor, integrity, and a commitment to excellence to the community. We perform our mission through diligent crime prevention, victim assistance, and emergency response preparedness. We believe campus safety is a community effort and embrace a community partnership and problem-oriented policing philosophy. We strive daily to live by our department motto, "Campus Safety through Service."

To apply through our new CSU Recruit System, please
<https://secure.dc4.pageuppeople.com/apply/873/gateway/Default.aspx?c=apply&JobIDs=497531&SourceTypeID=803&sLanguage=en-us>

Typical Activities

Job Summary:

Under the direction of the Police Lieutenant, the incumbent manages professional and administrative support staff and the functions of the University Police Department including dispatch and communications, records and live scan, property and evidence, and other required reporting obligations. The Associate Director is part of the University Police leadership team and works cooperatively with other team members in furtherance of the department's mission, vision, and values. Will be required to be on call, and available to respond to any related emergencies within UPD and the communication center, which is a 24-hour operation.

Minimum Qualifications

Education and Experience:

- A Bachelor's degree in Criminal Justice, Business Administration, Public Administration, or closely related field.
- At least three years of increasingly responsible police records administration and dispatching of emergency public safety services.

Preferred Qualifications:

- At least three years of management and leadership experience is highly desired.

This position requires at least one of the following:

- P.O.S.T. Records Supervisor certification or the ability to obtain certification within 30 months from date of hire.
- Successful completion of P.O.S.T. approved Dispatch Supervisor, First Aid, CPR, and Emergency Medical Dispatch courses and the ability to continue to meet certification standards.

Knowledge, Skills, and Abilities:

- A valid California Law Enforcement Teletype Systems (CLETS) certificate.
- Knowledge of Public safety codes and regulations governing public safety communications, including the Penal Code, Vehicle Code, Health and Safety Code, Business and Professions Code, and related requirements.
- Knowledge of practices, procedures, systems, equipment, and techniques involved in 911 and related emergency dispatching operations and the handling of non-emergency calls.
- Knowledge of telephone/radio recording devices and applicable laws.
- Knowledge of radio, telephone, and console TDD equipment operations.
- Knowledge of federal, state, and local laws/regulations pertaining to the operation of an emergency public safety dispatch center.
- Knowledge of California Public Records Act.
- Knowledge of state, federal, and department regulations governing the dissemination of police records and reports.
- Knowledge of records management system practices.
- Knowledge of CAD, document imaging, and CLETS and NCIC applications.
- Knowledge of telecommunications and standard office equipment.
- Knowledge of practices, procedures, systems, equipment, and standard clerical techniques involved in classifying, indexing, processing, filing, retrieving and controlling a large volume of police records and reports.
- Knowledge of principles and practices of budget preparation and administration; and principles and practices of effective supervision and leadership techniques.
- Ability to operate a computer terminal and use records management, computer-aided dispatch, computer-aided dispatch, scheduling, word processing, spreadsheet software, and dispatch related telecommunications and security monitoring equipment.
- Ability to select, train, supervise, schedule, and evaluate the work of personnel.
- Ability to analyze and interpret laws, standards, and department practices.
- Ability to develop and implement goals, policies, procedures, work standards, and management controls.
- Ability to analyze and solve administrative and operational problems.
- Ability to prepare clear and concise records, reports, correspondence, and other written materials.
- Ability to exercise independent judgment and initiative within general policy guidelines.
- Ability to establish and maintain effective working relationships with the staff, management, vendors, the general public, and others encountered in the course of work.
- Ability to remain calm and communicate distinctly and precisely in stressful situations; maintain the confidentiality of records.

- Ability to respond to a 24/7 communications center.

Supplemental Information

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

California State University, San Bernardino is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

This position may be "Designated" under California State University's Conflict of Interest Code. This would require the filing of a Statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every 2 years thereafter. Visit the Human Resources Conflict of Interest webpage link for additional information: <http://hrd.csusb.edu/conflictInterest.html>

This position adheres to CSU policies against Sex Discrimination, Sexual Harassment, and Sexual Violence, including Domestic Violence, Dating Violence, and Stalking. This requires completion of Sexual Violence Prevention Training within 6 months of assuming employment and on a two-year basis thereafter. (Executive Order 1096)

To view full description and to apply, visit: <https://apptrkr.com/1999571>

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