

JOB INFORMATION

Job Code	NB24
Job Description Title	Mgr, Security Services
Pay Grade	CP13
Range Minimum	\$77,250
33rd %	\$97,850
Range Midpoint	\$108,150
67th %	\$118,450
Range Maximum	\$139,050
Exemption Status	Exempt
Organizational use restricted to the following divisions	101 VP Institutional Compliance & Security
Approved Date:	9/11/2025 4:55:22 PM

JOB FAMILY AND FUNCTION

Job Family:	Campus Services
Job Function:	Campus Safety

JOB SUMMARY

The Manager of Security Services oversees the day-to-day operations, planning, coordination, and implementation of security operations across the university to ensure the safety of students, faculty, staff, and visitors. This role provides leadership in developing and enforcing security policies, emergency response procedures, and compliance with federal, state, and institutional regulations, including the Clery Act and Title IX standards. The Manager acts as the primary liaison between the university, law enforcement agencies, emergency responders, and other key stakeholders to enhance security initiatives and crisis management efforts. This position plays a critical role in maintaining a secure environment by implementing best practices, leading security operations, and fostering collaboration across university departments and external agencies.

RESPONSIBILITIES

<ul style="list-style-type: none"> • Security Operations and Strategic Planning: Manages security daily operations and strategic planning, including the development, implementation, and maintenance of security policies, procedures, and emergency response plans. Conducts thorough risk assessments and implements strategies to mitigate security threats. Coordinates security efforts for high-profile events, emergency situations, and crisis management, ensuring the university remains proactive in addressing safety concerns.
<ul style="list-style-type: none"> • Personnel Management and Training: Manages, trains, and evaluates security personnel to ensure compliance with safety standards. Oversees workforce planning, scheduling, and personnel development programs to maintain an effective security team. Implements and maintains comprehensive training programs, including emergency response preparedness, to ensure staff readiness and professionalism in handling security incidents.
<ul style="list-style-type: none"> • Compliance and Policy Development: Implements compliance and policy development, ensuring adherence to federal, state, and university security regulations, including the Clery Act and Title IX safety requirements. Develops and updates security policies, procedures, and reports to meet regulatory standards. Conducts internal audits and assessments to maintain compliance and identifies areas for improvement in security operations.
<ul style="list-style-type: none"> • Financial and Budget Management: Manages financial and budget operations for security services, including budget forecasting, procurement, and financial planning to ensure efficient resource allocation. Oversees security contracts and vendor relationships, ensuring cost-effective solutions that align with the university's security needs. Makes strategic decisions regarding fund allocation to optimize security operations while maintaining fiscal responsibility.
<ul style="list-style-type: none"> • Technology Management: Evaluates, implements, and maintains security technologies, including surveillance systems, access control mechanisms, and emergency communication tools. Assesses technological advancements and recommends updates to enhance campus security infrastructure, ensuring seamless integration with existing systems and operations.

RESPONSIBILITIES

- **Liaison and Collaboration:** Serves as the primary liaison with law enforcement and stakeholders, working closely with local law enforcement, emergency responders, and external security partners to strengthen security efforts. Participates in cross-departmental meetings to coordinate security operations and improve campus safety. Represents the university in security-related committees, task forces, and professional organizations, ensuring collaboration and best practices are implemented to enhance overall security management.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Criminal Justice, Homeland Security, Business Management, or related field.	and	4 years of	Experience in security enforcement or services, law enforcement, military service, or other related field.	Or
Bachelor's Degree	Criminal Justice, Homeland Security, Business Management, or related field.	and	6 years of	Experience in security enforcement or services, law enforcement, military service, or other related field.	Or
Associate's Degree	Criminal Justice, Homeland Security, Business Management, or related field.	and	8 years of	Experience in security enforcement or services, law enforcement, military service, or other related field.	Or
High School Diploma		and	10 years of	Experience in security enforcement or services, law enforcement, military service, or other related field.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of security duties and/or campus security operations, emergency management priorities, and actions.	
Knowledge of state and federal laws regarding safety procedures.	
Knowledge of crisis management and emergency response.	
Advanced knowledge of security technology and infrastructure management.	
Strong leadership qualities, discretion, and the ability to build collaborative partnerships with internal and external stakeholders.	
Strong communication skills.	
Strategic planning, personnel management, and training responsibility skills.	
Financial and budget management expertise skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
DL NUMBER - Driver License, Valid and in State	Valid Driver's License in any state applicable	Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting			X			25 lbs
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.

Travel Requirements:

In-State; Domestic

Additional Special Requirements:

This position may be required to work non-standard hours.