



Job Title: Police, Administrative Services Director – Public Safety & Security

JTC: L22

Salary Range: D09 \$73,000 - \$116,800

FLSA Status: Exempt

Since 1965, we have served more than three (3) million students. Dallas College, formerly known as the Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven campuses located around the Dallas/Fort Worth area. We strive to be a leader in the Community College space, placing students at the center of everything we do.

POSITION SUMMARY

Responsible for directing the activities of a specific department or organization, ensuring business goals and objectives are met.

REQUIRED KNOWLEDGE SKILLS & ABILITIES

Knowledge of principles, practices, scope, limitations, and procedures of law enforcement.

Must be able to manage the activities and productivity of a department or organization. Ability to think strategically and innovatively creating realistic plans and workflows. Ability to manage teams to achieve challenging deliverable objectives to meet the vision, mission, and goals of the organization/district.

Complies with district policies/procedures as well as applicable local, state, and federal rules and regulations. Ability to keep up to date on trends and best practices in area of responsibility incorporating new facts and ideas into business processes; open to change and applies creative thinking to develop solutions based on new methods and technologies.

Must be able to implement new and/or improve existing processes that impact organizational performance and customer satisfaction.

Ability to use independent judgment as well as the ability to work collaboratively in a team environment. Ability to network with potential clients and/or stakeholders in order to acquire new and innovative business tactics and ideas.

Strong work ethic, able to manage projects, prioritize multiple assignments, leadership, advisor, and excellent administrative skills. Must have well developed skills in organizational management, decision making and time management.

Must be results oriented in addition to having strong business-development skills and the ability to interact with diverse, multicultural clients and/stakeholders, both internal and external to the district.

Must be an effective communicator with outstanding interpersonal, written, verbal and presentation skills as well as excellent leadership and customer service skills, management experience and the ability to motivate employees.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.



MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher in related field plus four (4) years of work related experience. Official transcripts required. Must have valid driver's license. ***Will be subject to criminal background and/or fingerprint check.***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the leadership, development and evaluation of the overall organization and manages the functions of analysis, research, information technology, oversee projects, processing and maintaining property and evidence, financial planning, supervision of records, and preparation for the Board of Trustees meetings. Provides strategic planning, executive development, and performance reporting and forecasting.

Prepares and executes a multi-year strategic plan for public safety and security that aligns with the mission and values of Dallas College. Prepares and offers the best course of action to the Police Chief and command staff regarding effective succession planning, fiscal and budgetary proposals, and complies with policies and procedures of Dallas College.

Conducts staffing studies to determine appropriate staffing levels, and to determine the best solutions to address the issue of police coverage at Dallas College campuses. Provides staff with the tools, resources, and materials necessary to meet the goals of the organization.

Represents the organization to key stakeholders, the public and business partners.

Creates and centralizes the procurement process for public safety district wide. Cultivate existing relationships with external vendors and contractors to get the best quality and pricing for the district. Centralize fleet management and work with internal departments to assist in reaching out to existing and/or new vendors to update and maintain the fleet.

Research, examine, evaluate, and design law enforcement programs and activities in order to develop recommendations for improvements. Oversee projects to ensure the desired result is achieved, the most efficient resources are used, and the different interests involved are satisfied.

Proactively review, analyze, and identify management, operational and organizational problems, and develop feasible plans for successful resolutions to those problems.

Keeps up to date on the professional and technical aspects of the job. Prepares communication for the Police Chief; presents to the Board of Trustees as required, as well as other units within Dallas College.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description.

Dallas College is part of an equal opportunity system that provides education and employment opportunities without discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity or gender expression. The Dallas College complies with the Americans with Disabilities and Veterans Act.