



## Job Description

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

**JTC: L22**

**Salary Range: D09**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

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

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Manages 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.

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

Ability to use independent judgment as well as the ability to work collaboratively in a team environment. Networks with potential clients and/or stakeholders in order to acquire new and innovative business tactics and ideas. Represents the organization to key stakeholders, the public and business partners.

Must have well developed skills in prioritizing, organization, decision making and time management. Provides staff with the tools, resources and materials necessary to meet the goals of the organization. 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 a criminal background check. Some positions may be subject to a 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. Knowledge of principles, practices, scope, limitations and procedures of law enforcement.

Prepares and executes a multi-year strategic plan for public safety and security that aligns with the mission and values of DCCCD. Prepares and offers the best course of action to the Police Commissioner and command staff regarding effective succession planning, fiscal and budgetary proposals, and complies with policies and procedures of the District. Conducts staffing studies to determine appropriate staffing levels, and to determine the best solutions to address the issue of police coverage at DCCCD campuses.

Creates and centralizes the procurement process for public safety District-wide. Cultivate existing relationships with external vendors and contractors in an effort 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. Strong work ethic, able to manage projects, prioritize multiple assignments, leadership, advisor, and excellent administrative skills.

Keeps up to date on the professional and technical aspects of the job. Prepares communication for the Commissioner and presenting to the Board of Trustees as required, as well as other units within the DCCCD. Strong communication skills with the ability to communicate conceptual or informative ideas to colleagues, both written and orally.



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. Position requires regular and predictable attendance.*