

### Assistant Director of Community Safety

Reed College, one of the country's leading private liberal arts colleges, invites applications for the position of Assistant Director of Community Safety. Reed is a private, undergraduate, liberal arts college located in Portland, Oregon, with approximately 1,400 students, approximately 75% of whom live on campus. The Community Safety department is a non-sworn, 24/7 department providing a full range of safety and security services, including emergency preparedness and a dispatch center which serves as the college switchboard. ([http://www.reed.edu/community\\_safety/](http://www.reed.edu/community_safety/))

The Assistant Director (AD) will assist the Director of Community Safety in overseeing all community safety, security, and emergency preparedness programs and operations. The AD will directly supervise all operations staff, including managers, supervisors, and Community Safety Officers (CSOs). The AD may oversee Dispatch operations and staff based on the specific applicant's experience. The AD will have primary responsibility for operations staff supervision, patrol activity, scheduling, reports, and event planning. The AD will indirectly supervise, through managers/supervisors, training, evidence, equipment, vehicles, and other operational aspects of community safety. In collaboration with the Director, the AD may conduct investigations (including reports of sexual assault), threat assessment, budgeting, Clery Act reporting, and emergency preparedness. In the absence of the Director, the AD will serve as the department head. Successful candidates will have a demonstrated history of successful supervision of diverse work groups, outstanding interpersonal skills, excellent oral and written communication skills, a strong understanding of the safety and security challenges facing residential undergraduate colleges, as well as a flexible approach to the application of traditional safety, security, and law enforcement practices as they apply to a private liberal arts college.

Minimum qualifications include a Bachelor's degree, at least 3 years of supervisory/managerial experience in community safety or a closely related field, or a combination of experience and education which provides the applicant with the desired skills, knowledge, and ability required to perform the job. Applicants must be able to possess a driver's license valid in Oregon, pass a physical examination, pass a criminal history check, and must be able to achieve and maintain Oregon Department of Public Safety Standards & Training (DPSST) certification as both an unarmed security professional and a trainer's certification for private security. Preferred qualifications include a Bachelor's degree in a field related to community safety work, 5-8 years of related experience, and 3 years experience in higher education at an institution with a residential undergraduate population.

TO APPLY: Please submit a letter of introduction discussing your qualifications and interests, along with your resume, a completed Reed Application for Employment form (original or scanned), and names and phone numbers for three references via email, mail or fax to:

[employment@reed.edu](mailto:employment@reed.edu)

Reed College Attn: Human Resources  
3203 SE Woodstock Blvd  
Portland, OR 97202

<http://www.reed.edu/>

Fax: 503-777-7775

The Reed Application for Employment is located at:

[http://www.reed.edu/human\\_resources/staffsearch/index.html](http://www.reed.edu/human_resources/staffsearch/index.html)

Deadline to apply: November 22, 2012

Equal Opportunity Employer

Classification: Assistant Director of Community Safety

Grade: E-9

Salary Range: \$57,848-\$85,616