



## **Job Description**

Job Title: Director of Risk Management & Campus Safety

FLSA Status: Exempt

Grade: 12

Department: Administration

Reports to: Vice President of Administrative Services/CFO

## **Job Summary**

Under the direction of the Vice President of Administrative Services/CFO, The Director of Risk Management and Campus Safety is a key leadership position at the college. The Director is responsible for overseeing all aspects of campus safety, security, and emergency preparedness. This individual will provide strategic direction, planning, and implementation of policies and procedures to ensure the safety and security of students, faculty, staff, and visitors. They will be responsible for District-wide planning, organizing, coordinating, and managing of a comprehensive risk management program designed to protect the College from exposure to risk that could have adverse consequences to college operations. A key aspect of this role is federal higher-ed required reporting and documenting.

**Essential Functions** *(Employees of the District must be able to perform, with or without reasonable accommodations, the essential functions of the position as detailed in this section.)*

### **SAFETY & EMERGENCY MANAGEMENT & LEADERSHIP:**

- Plans and coordinates functions and activities of the district-wide safety plan, emergency and crisis response plan, and provides 24/7 on-call response/assistance.
- Coordination of the employee safety program and participate in the inspections and reviews of the operations and facilities for risk management provisions and recommend appropriate corrective actions.
- Maintains and reports all necessary documentation in relation to OSHA.
- Reviews, analyzes, and evaluates district safety plans and recommends improvement.
- Responsible for coordinating campus emergency preparedness, incident response, and emergency communications.
- Leads, educates, informs, and motivates campus constituents in emergency planning and strategies.
- Develops and implements emergency plans to prepare for and respond to emergencies including annual table top exercise with community partners and monthly scenario planning with appropriate stakeholders.

- Develops and maintains close relationships with first responders, local law enforcement, staff, and faculty.

#### **INSURANCE MANAGEMENT:**

- Acts as a liaison with insurance adjusters, legal counsel, and underwriters in coordinating all insurance matters including renewals and changes to coverages.
- Manages all automobile liability, fire, and property damage claims, including communications with attorneys, claims reviews, investigations, and negotiations of settlements in conjunction with the executive team.
- Responsible for managing all insurance and safety issues that may expose the district to litigation or insurance claims, including and not limited to identifying, evaluating, controlling, and minimizing the district's exposure to loss or damage to physical assets, fidelity losses, and losses arising out of liability claims.

#### **CLERY COMPLIANCE:**

- Collaborate with various offices at the college to ensure the institution's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and associated regulations.
- Campus Security Authority: This position has been designated as a CSA because it involves significant responsibility for student and campus activities. This position is also the designated Clery Compliance Officer (CCO) for the college.
- Create a Clery committee to ensure active participation by appropriate parties and to ensure GCCD is ready to manage any Clery related incidents.

Other duties as assigned.

**Qualifications** *(Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.)*

- Bachelor's degree from an accredited college or university and minimum five (5) years of experience related to the above-described duties.
- Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.
- Possess a valid Class C driver's license.
- Previous experience with AlertUs or Regroup preferred.
- Previous work experience with live-in residence life for college students preferred.
- Higher Education compliance experience preferred.
- Leadership in a Clery compliance role.

- Effective communication and interpersonal skills, with the ability to collaborate with diverse stakeholders.
- Ability to speak in a professional manner to a large group of co-workers and ability to lead productive safety meetings.

**Physical Demands** *(The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)*

- Prolonged periods of sitting or standing at a desk.
- Outdoors structures in various weather conditions.
- Travel may be required for work-related activities.
- On call and responsive to emergency situations.
- May be required to lift objects in excess of 50 lbs.

### **How To Apply:**

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at <https://gillettecollege.org/careers>). Email all application documents to [hrteam@gillettecollege.org](mailto:hrteam@gillettecollege.org).

### **Equal Opportunity and Affirmative Action Employer**

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Shantel Moore, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or [smoore@gillettecollege.org](mailto:smoore@gillettecollege.org), or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.