

The Houston Community College is seeking full time Directors and Managers for expanding business development department with Corporate Training, sales, marketing and education.

Please apply online at www.hccs.edu and click on jobs@hcc (lower left bottom of web page). Access job posting by requisition # next to job posting in this announcement below. Please attach cover letter when filling out online application See details on education, experience at the job website. Follow online application instructions carefully.

Good salary commensurate with education and experience. Great benefits including 12 days paid Christmas leave, vacation pay, Spring Break (5 days), 401 K, pension plan, tuition reimbursement. Federal Holiday pay. sick paid leave. Please fax college transcripts to, ATTN: Winifred Washington at 713-718-8641 with title of job and requisition # and title of job written on fax. Chief of Police - 001790 Bachelor's degree in Criminal Justice, Public Administration or related field required. Ten (10) years directly related work experience may be substitute in lieu of degree. Certification from one or more law enforcement management programs preferred. Certification by the American Society for Industrial Security (ASIS) preferred such as Certified Protection Professional (CPP). Texas Peace Officer License with an advanced certification from the Texas Commission on Law Enforcement Standards and Education required; or equivalent out of state certification or be able to obtain a Texas Peace Office License. Minimum Texas Advanced certification within twelve (12) months of hire date is required for continued employment. The Chief of Police will provide administrative leadership for law enforcement, public safety and security programs that ensure a safe and secure environment for students, employees and visitors and protects and safeguards the property of the college. The Chief has jurisdiction and responsibility for the development and implementation of an integrated multi-campus security program, for the investigation and reporting of crimes and offenses occurring on, or involving, Houston Community College property. The Chief will manage and direct the department's operational, personnel, law enforcement, and financial activities; and assure that police personnel are well-trained. The Chief will develop short and long-term strategic plan with emphasis on standard organizational and operational procedures and practices. The Chief will promote and maintain partnerships with a diverse community with local law enforcement agencies, fire and rescue agencies, community colleges and universities, and public service and community-based organizations and state or federal emergency responders.

Leadership/Management:

Lead, direct and manage the Houston Community College Police Department (administrative services, investigations, operations, financial personnel, and training activities) and ensure effectiveness and conformity with policies and procedures related to system security, student protection and safety, traffic and parking control, customer services, community relations. Review policies for compliance with federal and state local regulations, and standard operational procedures; develop and implement emergency and disaster preparedness plans/procedures. Develop and implement comprehensive multi-campus security and asset protection program. Lead continuing vulnerability assessment of multi-campus environments.

Human Resources:

Perform personnel management functions, including hiring, termination, performance evaluations, training and recommendations for personnel actions. Work constantly to improve the skills, abilities, and knowledge of

subordinates by providing them with training on the compliance and application of rules and regulations, develop a short and long term training plan for new and current police officers.

Finance/Fund-Raising:

Develop, manage, review, and monitor the police department budget and participates in college-wide budget development. Work closely with the Deputy Chancellor's Office to seek funding opportunities for the Police Department.

Strategic Planning/Vulnerability Assessment:

Plan and conduct an ongoing internal assessment, develops a short and long-term strategic plan with emphasis in safety and security programs, college and community relations, financial planning, personnel training, equipment needs, delivery of effective customer services, and other related topics. Work closely with the Presidents, Deans and other college administrators to seek their input and recommendations of the Police Department's strategic plan. Evaluate department activities and performance to ensure conformance with departmental mission, goals, and objectives. Coordinate Regional First Responders in the event of local and state wide emergencies.

Community Development:

Establish partnerships with a diverse community (local law enforcement agencies, community colleges and universities, community-based organizations). This includes developing and promoting police and community relations between HCC and external organizations, public service agencies and other external audiences that are integral to the success of the Houston Community College. Act as a representative of internal (HCC) and external (local community councils and task forces).

Media Relations:

Work with federal, state and institutional mandates, required reports, and any changes as required by the Deputy Chancellor. Work with College Deans in targeting special populations or groups needing services that can be provided by HCC and aids in establishing eligibility criteria for the respective groups. This includes serving as the spokesperson for the Police Department.

Student Achievement:

Develop and recommend student protection and safety programs that promote and foster sound customer services practices among the students.

Teamwork:

Community and Taskforce Involvement Demonstrate commitment to collaborative decision-making, results based management, continuous improvement and student/customer service in an environment conducive to teamwork and mutual support. Demonstrated ability to discern, develop, and apply measures and guidelines applicable to physical safety hazards and security concerns of students, faculty, staff, administrators and visitors Demonstrated ability to effectively communicate with a culturally diverse community.

- Demonstrate excellent interpersonal, oral and written skills.
- Ability to communicate effectively with all levels of HCC personnel
- Ability to mediate conflicts.
- Ability to analyze and evaluate complex information Strong leadership skills.
- Strong fiscal and organizational planning skills.

Successful Annual Physical Fitness Test and Medical Physical Exam are requirements for continued employment. Per HCC Policy C: 4.7 Drug and Alcohol Free Workplace, pre-employment drug screening is required if a conditional job offer is made. Random drug and/or alcohol test may be necessary during employment.