POSITION:  LIFE SAFETY AND SECURITY MANAGER

DESCRIPTION OF DUTIES: The Life Safety and Security Manager is responsible for the daily supervision of security officers and assigned on-campus law enforcement officers, and assist in the usage and training of all life safety systems to include fire alarms, burglar alarms, and security camera systems. Specific responsibilities are to assist the Dean in developing short and long range planning, assist in staff scheduling, conducting training, evaluations of staffing, and provide project and assignment follow-up for assigned departments within Emergency Preparedness and Operations functions at the College.

REQUIRED QUALIFICATIONS: High School diploma or GED, required. Experience and skill supervision of operations related areas to include the usage of assigned equipment and life safety systems, to include fire alarms, burglar alarms, and security camera systems required. Knowledge of safety precautions when operating vehicles, equipment and using life safety related systems required. Experience in training employees to follow safety precautions when operating equipment and common safety precautions when dealing with faculty, staff and students required. Minimum of three years Life safety system, law enforcement, or security related supervisory experience, required.

PREFERRED QUALIFICATIONS: Associates Degree or higher preferred

SALARY: Commensurate with experience and education to be compensated on the Alabama Department of Postsecondary Education Salary Schedule E1 Grade 01, Range $45,883 - $59,284.

APPLICATION PROCEDURE: Shelton State Community College employment announcements and applications are available at www.sheltonstate.edu or by contacting the Human Resources Office at 205.391.2272 or nfanks@sheltonstate.edu. Application materials must be mailed or hand delivered. No faxed or emailed applications will be accepted. The submission of all required application materials to the Human Resources Office by the application deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. The College will not provide copies of application packets. Applicants must meet eligibility requirements to work in the U. S. at the time of appointment and must travel at their own expense.

The deadline for submitting all application materials is December 2, 2014 at 5:00 p.m.
Incomplete or late application packets will eliminate the possibility of an interview.

A completed application packet consists of:

- A cover letter of application relevant to the position.
- A signed SSCC employment application. Electronic signature will not be accepted.
- A current resume
- Copy of high school diploma, transcript or GED transcript OR Copy of all relevant postsecondary transcripts
  (Transcript copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the “Required Qualifications” section. The person chosen to fill the position is required to furnish official transcripts prior to the start of employment.)
- A written synopsis containing 300 words on the topic “How I Can Help Ensure Student Success at Shelton State Community College”.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of $13 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Shelton State Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirm an employee’s eligibility to work in the United States as required by the Department of Homeland Security.

It is the policy of the Alabama Department of Postsecondary Education, including all postsecondary institutions under the control of the Alabama State Board of Education, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Each institution will make reasonable accommodations for qualified disabled applicants or employees.