

Director of Support Services

Requisition Number: 39392
Location: Boulder, Colorado
Employment Type: University Staff
Schedule: Full-Time
Posting Close Date: 01-Jun-2022
Date Posted: 18-May-2022

Job Summary

The Director of Support Services for the University of Colorado Boulder Police Department (CUPD) is responsible for the daily management of the Support Services Division. This includes the Emergency Communications 911 Center, Property and Evidence, Records, and Accreditation work units.

As a member of the senior command executive team, the Director also supports the Chief of Police, Deputy Chief, and the command staff with achieving organizational objectives and recommending operational and technological improvements.

The University of Colorado Boulder is committed to building a culturally diverse community of faculty, staff, and students dedicated to contributing to an inclusive campus environment. We are an Equal Opportunity employer, including veterans and individuals with disabilities.

Who We Are

The members of the CUPD are dedicated to providing the highest quality police services in order to improve community safety, protect life and property, and reduce crime and the fear of crime. To do this, we pledge to develop a partnership with the community, to lead a community dedication to resolve problems, and to improve the quality of life for all CU affiliates. The CUPD is a full-service police agency with 46 sworn and 36 non-sworn employees providing community-based public safety services to a diverse community of 36,000 affiliates 24 hours a day, seven days a week, all year long. Every year the department responds to approximately 20,000 calls for service and ensures the safety and security for all of their PAC-12 Conference athletic events with attendance at football games exceeding 50,000 fans. Patrolling the campus by foot, bicycle, motorcycle, and vehicle, the CUPD Police work diligently with the University community and surrounding agencies to ensure a timely and coordinated law enforcement response.

What Your Key Responsibilities Will Be

Management and Leadership

- Develop strategies and goals to improve work process efficiencies for the division; provide timely direction to staff, sharing performance expectations and goals; appropriately delegate authority and responsibility; implement plans and meet timelines; promote a positive and ethical work environment.
- Evaluate staff performance and support career development opportunities for staff including coaching and mentoring.
Monitor budgetary expenses and assist in budget creation.

Unit Oversight and Direction

- Manage and provide strategic direction for the following work units: the Emergency 911 Communications Center, Records, Property and Evidence, and Accreditation. Identify and resolve issues and coordinate the use of division assets to accomplish the mission of the department in coordination with peers.
- Ensure data tracking, analysis, and compliance as well as required audits, inventories and inspections occur in a timely manner.
- Provides backup dispatching support as needed.

Events and Project Support

- Provide hands-on logistics support at six CU home football games, large concerts, and high-resource events.
- Research and development of emerging technologies to support and enhance department and community safety.

What You Should Know

- This position offers the opportunity for hybrid work (a mix of on-site and remote work hours).
- This position requires a background check including a personal history questionnaire, criminal, financial, and motor vehicle checks, psychological exam, job suitability assessment, a polygraph, integrity interview, fingerprint check, reference checks, and a drug screening.
- All University of Colorado Boulder employees are required to follow the campus COVID-19 vaccine requirement.
 - New employees must provide proof of vaccination or receive a medical or religious exemption within 30 days of employment.

What We Can Offer

The salary range for this position is \$110,000 - \$130,000 annually.

Benefits

The University of Colorado offers excellent benefits, including medical, dental, retirement, paid time off, tuition benefit and ECO Pass. The University of Colorado Boulder is one of the largest employers in Boulder County and offers an inspiring higher education environment. Learn more about the University of Colorado Boulder.

Be Statements

Be brilliant. Be successful. Be Boulder.

What We Require

- Bachelor's degree from an accredited college or university in Business Administration, Management, Public Administration, Political Science or a related field. Law enforcement experience appropriate to the assignment will substitute for the required education on a year-for-year basis.
- Four years of experience in program administration within a law enforcement organization whether as a commissioned law enforcement officer or professional staff, including supervisory experience.

What You Will Need

- Exceptional communication, interpersonal, and leadership skills.
- Knowledge of the methods and practices of university law enforcement, including criminal laws, rules of evidence, CORA, and community policing principles.
- Knowledge of Clery Act, FERPA, and applicable sections of title VII and IX.
- Knowledge of physical security technology.
- Ability to develop, implement, and assess goals and departmental objectives.
- Proven track record of exercising sound judgment and exhibiting leadership in emergency situations to make critical decisions.

What We Would Like You To Have

- Supervisory experience in a law enforcement communications/dispatch center.
- Experience with 700/880 DTRS Public Safety Radio systems and 911 PSAP Center Operations.

Special Instructions

- To apply, please submit the following materials:
- A current resume.
- A cover letter that specifically tells us how your background and experience align with the requirements, qualifications, and responsibilities of the position.
- We may request references at a later time.

Please apply by June 1, 2022 for consideration.

Note: Application materials will not be accepted via email. For consideration, please apply through CU Boulder Jobs.

Essential Services

This position is designated “essential/critical services.” The incumbent is required to respond to requests for work during campus emergencies (snow, wind, rain, flood and any other natural or man-made event) and report to work for regularly assigned shifts during emergency campus closures.

Posting Contact Information

Posting Contact Name: Boulder Campus Human Resources

Posting Contact Email: Recruiting@colorado.edu