

# Brookland Baptist Church

## Chief of Security Vacancy Announcement

<b>Job Title:</b> Chief of Security	<b>Vacancy #:</b> 2017-21	<b>Number of Vacancies:</b> 1 Full-time	<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Exempt/Salaried	<b>Opening Date:</b> 09-14-17	<b>Closing Date:</b> Until Filled
<b>Contact:</b> <b>NO PHONE CALLS PLEASE</b>			<b>Mail your application package to:</b> <b>Brookland Baptist Church, Job Search, PO Box 2093, Columbia, SC 29202</b>		

### Primary Duties and Responsibilities:

- Responsible for overall safety program for the Brookland campus with an emphasis on providing a safe environment for members, guests and staff.
- Coordinate Campus Safety Committee.
- Provide oversight and direct supervision to security personnel to include scheduling and training.
- Patrol the campus and serve as a general security presence and visible deterrent to crime.
- Obtain and maintain requisite charter from law enforcement agencies and ensure ongoing compliance with all regulations.
- Coordinate key and card access for the campus. Primary contact for third party monitoring services.
- Primary contact with law enforcement agencies and applicable vendors.
- Develop an executable evacuation plan for all facilities. Responsible for training staff and volunteers to effectively respond to emergencies, threats or intrusions.
- Ensure a security force is trained and available to accommodate special guests, finance personnel and pastoral staff as needed.
- Document, investigate and report incidents, accidents or medical emergencies.
- Coordinate use and maintenance of church owned vehicles to ensure maximum efficiency.
- Manage campus screening program (i.e. background checks for prospective staff and volunteers).
- Attend all meetings and conferences and perform all duties as designated by the Pastor or Director of Operations.
- Carry out any other related duties as directed by supervisors.

### Requirements:

- Must be at least 21 years of age or older as required by applicable law or contractual requirements.
- Prefer bachelor's degree in criminal justice with at least 3 years law enforcement experience.
- Must have served in a position of leadership and supervised five or more associates.
- Neat and professional appearance.
- Friendly and professional demeanor.
- Ability to effectively handle typical and crisis situations efficiently on site.
- Willing and available to work non-traditional hours to include early mornings, late evenings, weekends and holidays.
- Valid South Carolina Driver's License.
- Excellent physical condition is necessary. Must be able to stand and/or walk for long periods of time.
- Effective verbal and written communication skills.
- Current CPR and AED (automatic external defibrillator) certification.
- The ability to resolve conflicts in a manner consistent with the nature and mission of Brookland Baptist Church.
- Must have no prior criminal conviction(s).

**Applications must be RECEIVED at the address listed above by the closing date.**

## **GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:**

### **1. EVALUATION METHOD**

Qualified applicants may be further evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's experience and education as outlined in the application packet.

Applicants are encouraged to submit a concise, narrative statement (no more than 1 typed page) addressing how their background meets each of the Knowledge Skills and Abilities (KSAs) listed below.

On a separate sheet of paper describe specific experience, projects, and training which show that you possess the following knowledge, skills and abilities (KSAs).

#### **Knowledge, Skills and Abilities (KSAs):**

- A) Knowledge of protocols and procedures of law enforcement, safety programming, and crowd control.
- B) Knowledge of security systems and reporting requirements.
- C) Skill in oral and written communication.

### **2. HOW TO APPLY**

Applicants must submit an application packet that contains a completed application, resume and a narrative on the above Knowledge, Skills and Abilities. This packet should be mailed to the address given on the Vacancy Announcement by the Closing Date.

### **3. OTHER REQUIREMENTS AND INFORMATION**

To be considered, the application packet must be received or postmarked no later than the deadline indicated on the announcement.

Relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation.

The selected applicant will be subject to drug testing by urinalysis prior to appointment.

### **4. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Except where otherwise provided by law, there will be no discrimination because of color, race, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.