

**WE ARE NEW YORK'S LAW SCHOOL****Director of Security and Life Safety**

New York Law School (NYLS) seeks an exceptional individual to serve as our new Director of Security and Life Safety, reporting to the Vice President of Facilities and Building Operations. In partnership with the Senior Vice President of Finance and Administration and Chief Financial Officer, the Director of Security and Life Safety is responsible for leading and implementing a strategy and operation that fosters an environment where all NYLS community members and visitors to the campus always feel safe and respected. This is a critically vital role that interacts directly with leaders of all departments, the entire NYLS community, and external visitors. The Director of Security and Life Safety will supervise all personnel and resources within the department and cultivate and steward relationships with all campus constituents and external leaders, including, but not limited to, local New York City Police Department (NYPD) precincts, the Fire Department of New York City (FDNY) fire station resources, and other relevant agencies/entities.

Responsibilities

- Lead a 24/7 security operation for the NYLS campus. Be available/on-call after hours, weekends, and holidays to effectively manage staff and respond to campus emergencies. Provide leadership and expertise in public safety, campus security, and compliance.
- Oversee physical safety and security of the NYLS campuses, students, employees, and visitors via building access and visitor management, surveillance, emergency response, investigation, and compliance. Deploy effective communication strategies in support of overall campus safety and security.
- Maintain community relations and exemplary communication and response strategies with the campus community, neighbors, first responders, and law enforcement. This includes, but is not limited to: the NYPD, the FDNY, the Federal Bureau of Investigation, and other governmental agencies that the department will interact with from time to time.
- Directly supervise the Manager of Security and Fire Life Safety and the security supervisors and officers team provided by NYLS or through a third-party contractor. Set objectives, monitor performance, and assess outcomes. Lead a service-oriented team environment that fosters collaboration, transparency, teamwork, flexibility, and creativity. Coach team members to maximize productivity and effectiveness. Direct the development and implementation of a comprehensive ongoing training program for the security and safety team.
- Provide continuous process improvement for the following areas:
 - Emergency response activity—plan, implement, and evaluate safety and security activities and processes to protect students, faculty, and staff and law school property.
 - Policy and Procedure—oversee policy and procedure review, development, and implementation.
 - Training—develop processes, training, and evaluation procedures to ensure consistent application of policy and procedures.
- Investigate and follow up on all service complaints and complaints of misconduct through collaboration with appropriate departments to ensure timely response and follow-up.
- Manage and monitor budgets in collaboration with the Vice President of Facilities and Building Operations.
- Manage and evaluate contracted services for Security and Life Safety. Ensure that all invoices are properly charged by a third-party provider in accordance with contract documents between parties.

- Review and approve internal and external event security plans and security staffing. Coordinate with all governmental agencies assigned to certain prominent individuals and public figures.
- Serve as key leadership for all emergency responses necessary to the NYLS campus or its surrounding Clery Act geography that impacts campus activities.
- Conduct or coordinate threat assessments as needed. Oversee and implement required campus evacuation drills performed three times per year during the day and evening sessions.
- Maintain extensive knowledge of all applicable laws, training standards, and educational institutions' best practices.
- Maintain the NYLS emergency page to inform the NYLS community about current events and activities that may affect their general safety while commuting to and from, or in and around, our Tribeca campus.
- Manage all life safety-related component software, including emergency alert notification, visitor management, CCTV, card access, key access, and campus-wide class "E" fire alarm systems.
- Ensure that all Security and Life Safety staff maintain valid and current certifications and licenses.
- Assist with the operation of the New York State NYLS training school, and ensure all two-year renewals are done in a timely manner.
- Ensure that FDNY inspections, testing, and maintenance are scheduled, completed, and documented accordingly per FDNY code.
- Maintain accurate security logbooks in compliance with the Clery Act, as well as fire and life safety logbooks and Emergency Action Plans and/or Fire Safety Plans in accordance with the New York City Fire Code and approvals.
- Participate in institutional Advisory Committee on Security meetings and advise its members accordingly on any topics and/or concerns brought forth.
- Participate and attend all quarterly and monthly NCO meetings conducted by the first precinct, and report all findings and topics discussed with the Vice President of Facilities and Building Operations.

Supplemental

- This position may offer the opportunity to contribute to broader institutional initiatives and assume other responsibilities as directed by the Senior Vice President of Finance and Administration and CFO.

Requirements

- Bachelor's degree or higher in Criminology, Police Science, or related field (or equivalent experience).
- Expertise in security and safety operations, law enforcement, emergency response, and threat assessment.
- Minimum of 10 or more years of progressive, demonstrated success in a senior position with similar duties.
- Must be a New York State-licensed Security and/or Peace Officer and obtain a valid F-89, T89 and/or Z-89 for Life Fire Safety Director.
- Ability to effectively communicate (written and oral), including preparing comprehensive reports, delivering training sessions related to emergency preparedness, and crafting emails to a broad audience.
- Highly developed leadership and management skills, including front-line security personnel and supervisors, and the ability to lead strong teams through influence, consensus-building, and empathy.

- Commitment to always staying informed on local safety and security issues and incidents, as well as local laws governing crime prevention.
- Thorough understanding of Title IX and the Clery Act.
- Technologically proficient in Microsoft Office, experience with security software systems, and the ability to learn new security software.
- Willingness to be a dedicated professional and team player with excellent interpersonal and communication skills.
- Aptitude for working within a diverse community, with awareness and sensitivity to the needs of multicultural constituents.
- Ability to work with and maintain confidential information.

Compensation

This position offers an annual salary range of \$120,000.00 to \$160,000.00. We offer a highly competitive compensation and benefits package.

How to Apply

Please submit a cover letter highlighting your qualifications, salary expectations, and interest in joining New York Law School, along with your résumé, to Kitty Montanez, Associate Director of Human Resources, at jobs@nyls.edu.

About New York Law School

Founded in 1891, New York Law School (NYLS) is an independent law school located in Tribeca, the heart of New York City's legal, government, financial, and emerging tech centers. Known as "New York's law school," NYLS embraces the city as its classroom by complementing a rigorous legal education with an innovative and diverse set of "uniquely New York" experiential learning opportunities. Since opening its doors, NYLS has produced graduates who have gone on to hold high elected and appointed office in the city, lead large and small firms, and gain broad recognition as captains of business and industry. Its renowned faculty of prolific scholars has built the School's strength in key areas of the law, including business and financial services, intellectual property and privacy, and government and public interest law. NYLS has more than 18,000 graduates and currently enrolls around 1,100 students in its full-time and part-time J.D. programs. The School also offers an advanced-degree program in Tax Law.

New York Law School is an Equal Opportunity Employer

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, age, disability, or veteran status, or any other characteristic protected by law.