Manager, Security Enforcement

Reporting to the Associate Director for Facilities Operations, the Manager, Security Enforcement, is responsible for developing, implementing, and managing a comprehensive security program for University Libraries. The role of the Manager serves as the primary line of contact for Libraries security-related questions and/or concerns and partners extensively with campus associates including Department of Public Safety, Facilities Operations and Development, and other university departments as well as outside consultants and contractors. The Manager coordinates and oversees the Libraries’ security function and manages day-to-day operations for multiple library locations with added emphasis on the William Oxley Thompson Memorial Library, the 18th Avenue Library and the Billy Ireland Cartoon Library and Museum among others. The Manager develops and implements security policies, procedures, and best practices for daily operations and scheduled events, but also focuses strategically on the long-term protection of the collections resources. The Manager has a specific responsibility for dealing with the security aspects of rare books, manuscripts, art, museum and/or other special collections materials. As such, the Manager is expected to develop, plan and administer a security program that includes reviews of the physical layout of the organization’s spaces, training of employees and a written policy on cultural property protection and the security of collections resources. This role manages building and secure-room access (key and card) and CCTV resources; serves as point of contact for alarm account; in collaboration with university services evaluates alarm activity and recommends appropriate response actions; coordinates repair and maintenance of all library security systems and equipment to ensure proper operation; manages and tracks incident reports, evaluates outcomes, and makes recommendations regarding incidents; gathers and maintains performance metrics such as facility usage statistics and occupancy counts; hires, trains, and supervises staff and student workforce working in the security department; develops and executes staffing plan to ensure adequate coverage for all shifts while monitoring budget; responsible for supporting scheduled events including aspects of setup and tear down; completes payroll and timekeeping responsibilities, participates in Libraries' and campus committees; serves as co-chair of Libraries' Risk Management Committee; coordinates Business Continuity activities with Libraries partners. May work occasional nights and weekends as business needs require. Subject to 24-hour emergency and alarm response call.

Consistently demonstrates commitment to our values and promotes an organizational culture of Discovery, Connection, Equity, Integrity, and Stewardship (https://library.osu.edu/strategic-directions) as well as dedication to advance the work of the Libraries Planning & Administration division. All other duties as assigned.
**Required Qualifications**

Bachelor’s degree in business management, public safety/law enforcement management or other relevant degree, or equivalent combination of education and experience. 5-7 years of experience in a security management capacity including supervising staff or student security workforce. Extensive knowledge of security policy and procedures for a large public services organization. Management and knowledge of building security alarm, CCTV, card and key access systems including application of devices to provide proper security for dynamic circumstances. Experience in emergency response planning. Effective communication and interpersonal skills.

**Desired Qualifications**

8-12 years of experience in security management. Certification in cultural property protection such as Certified Institutional Protection Manager or equivalent. Experience supervising large number (50+) staff or student workforce. Strategic security planning experience. Risk management and project management experience.

**Discover Ohio State**

For over 150 years, The Ohio State University's campus in Columbus has been the stage for academic achievement and a laboratory for innovation. The university's main campus is one of America's largest and most comprehensive. As Ohio's best and one of the nation's top-20 public universities, Ohio State also includes a top-rated academic medical center and a premier cancer hospital and research center. As a land-grant university, Ohio State has a physical presence throughout the state, with campuses and research centers located around Ohio.

**About The Ohio State University Libraries**

The Libraries promotes innovative research and creative expression, advances effective teaching, curates and preserves information essential for scholarship and learning at Ohio State, and shares knowledge and culture with the people of Ohio, the nation, and the world. Libraries faculty and staff live these values in all that we do: Discovery, Connection, Equity, Integrity, and Stewardship. Learn about our strategic directions here https://library.osu.edu/strategic-directions.

The Libraries’ greatest resource is our faculty and staff. Their expertise produces value beyond the collections and their commitment to continual improvement and innovation is one of the most significant ways the Libraries meets the diverse and evolving information needs of university students, faculty, and staff, alongside scholars throughout Ohio and the world.

As a global leader, the Libraries is actively engaged in local, statewide, national, and international initiatives to help shape the future of academic research libraries. These activities and the innovations that result enhance our ability to acquire, manage, and preserve emerging information resources, support knowledge creation, and enable its effective transmission to future learners. Information about the Libraries is available at https://library.osu.edu.

University Libraries is committed to building a diverse, equitable and inclusive environment for people of all backgrounds and ages. We are taking steps to meet that commitment and especially encourage
members of under-represented communities to apply, including but not limited to women, people of color, LGBTQ+ people, veterans and people with different abilities. We know there are great candidates who have backgrounds less traditional to our field of work—if that’s you, please apply and tell us about yourself.

**Salary**
The posted range for this position is $73,100 to $85,000 annually.

**Application**

*The Ohio State University is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The Ohio State University is a member of the Association of College and Research Libraries (ACRL) Diversity Alliance.*