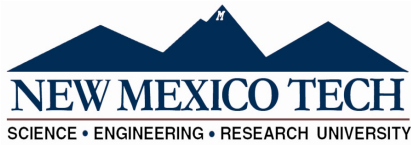


**Posted:** July 24, 2025



## POSITION ANNOUNCEMENT

**TITLE: CHIEF OF POLICE/PUBLIC SAFETY**

**DEPT: CAMPUS POLICE**

**REG** ☒

**TEMP** ☐

**FULL TIME** ☒

**PART TIME** ☐

**STARTING RATE or SALARY RANGE** \$98,500 - \$118,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH: Concurrent**

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB SUMMARY:

Directs and coordinates the management of all public safety functions at New Mexico Tech, encompassing law enforcement, security, emergency management, and community safety initiatives, in accordance with New Mexico laws and New Mexico Tech policies. The fundamental purpose of this position is to provide a safe, secure, and inclusive working and learning environment for all students, faculty, staff, and visitors at New Mexico Tech.

### JOB FUNCTIONS:

Strategic Leadership and Department Management:

- Provides strategic leadership and direction to the institute's Police & Public safety department, overseeing operations including Administration, Security Services, and Law Enforcement staff.
- Plans and guides administrative policies for police, campus security programs, and comprehensive public safety initiatives for all campus sites and projects.
- Creates, oversees, and implements organizational goals and objectives for the department, including strategic plans, policies, and operating procedures to support present and future needs.
- Directs staff through appropriate delegation and work supervision; develops goals and priorities, assigns tasks and projects, and manages departmental performance and productivity.
- Ensures staff compliance with departmental policies and procedures, and fosters a cooperative work environment.
- Directs the continuous improvement of public safety work products and services, ensuring the overall integrity and functionality of department services.

Emergency Management and Response:

- Oversees, directs, and coordinates emergency response on campus to ensure the proper protection of students, faculty, staff, and critical institute facilities.
- Coordinates emergency training and exercises for the campus, such as fire drills and emergency evacuations.
- Develops and implements comprehensive emergency and disaster recovery plans.
- Maintains full response capability as a commissioned officer to emergency situations, including physical restraint and rescue, and pursuit of suspects when necessary.
- Ability to make accurate split-second decisions and coordinate various departments in emergency situations.

#### Compliance, Reporting, and Legal Adherence:

- Maintains all law enforcement records in compliance with State of New Mexico, federal reporting requirements, such as the Clery Act and Title IX.
- Ensures compliance with state and federal laws and regulations, setting standards of conduct for the academic community.
- Oversees and manages all security and police requirements for special events, such as graduation ceremonies, campus dances, and other significant events.
- Serves as the Campus Security Authority as described in the Clery Act

#### Fiscal Management:

- Oversees, develops, manages, and makes recommendations for the department's annual budgets.
- Develops, implements, and monitors department budgets, approves budget expenditures, and prepares operational analyses of program costs.
- Coordinates with state and federal agencies regarding legislative initiatives and funding sources.
- Participates in the formulation of fiscal policy in conjunction with the City Manager and City Council, and identifies efficient operations and funding solutions

#### Community Engagement and Outreach:

- Works closely with and in conjunction with all New Mexico Tech Vice Presidents, Directors, and departments to coordinate campus safety and security issues.
- Maintains close contact and relations with federal, state, county, and municipal law enforcement agencies.
- Interacts with various internal policy-making officials and the public; makes presentations and interacts with the City Council, stakeholders, technical groups, and the public.
- Responds to inquiries, concerns, and complaints; utilizes media resources to communicate information regarding department purposes, goals, and plans.
- Develops and implements strategies to enhance visible campus presence through walking, biking, and vehicle patrols to increase familiarity and security checks.
- Improves communication to the campus community regarding safety notifications, including emergency procedures and general safety information.
- Engages in community outreach to the NMT community to foster trust and collaboration.

#### Staffing, Training, and Development:

- Establishes and maintains proper staffing levels to accomplish the organization's goals and objectives.
- Ensures Campus Police staff is properly trained to meet the department's obligations and maintains necessary certifications.
- Counsels, trains, coaches, and evaluates staff performance, including hearing appeals and grievances and implementing corrective actions.

Job Functions or Duties Specific to Department/Division (These are functions or duties that are performed by this position but are not universal campus-wide):

- Campus safety and security oversight.
- Maintenance of New Mexico State Police certification for self and staff.

### **REQUIRED QUALIFICATIONS:**

Bachelor's Degree in Criminal Justice, Sociology, Public Administration or a related field. New Mexico Certified police officer with a minimum of ten (10) years of law enforcement experience, with at least five (4) years of management/supervisory experience in a mid to upper-level command experience (Lieutenant rank or higher or its equivalent) or equivalent combination of education, experience, and training. Advanced leadership and management skills and the ability to effectively coordinate multiple institutional programs and initiatives. Comprehensive knowledge of police science methods, principles, practices, and techniques, including police command, administration, management, and leadership. Broad knowledge and understanding of public safety, security, and emergency management issues relevant to an academic, research, and public service institution. Knowledge of criminal codes, ordinances, rules of evidence, legal

rights of citizens, legal and court procedures. Strong analytical, critical thinking, and problem-solving skills to analyze complex police and emergency services issues and develop solutions. Outstanding interpersonal and community relations skills and the ability to communicate and work effectively within a diverse community. Ability to use independent judgment and manage and impart information to a range of clientele and/or media sources. Knowledge of emergency and disaster recovery planning and emergency preparedness. Knowledge of institute and department policies and procedures. Skills in financial planning and fiscal management, including budget development, monitoring, and approval. Knowledge and interpretation of the duties as required by the Clery Act and Title IX. Ability to assess and prioritize multiple tasks, projects, and demands, and work effectively under stressful and emergency conditions. Ability to establish and maintain effective working relations with co-workers, elected officials, and other law enforcement and emergency services agencies. Ability to communicate effectively in verbal and written forms, including making presentations. Ability to investigate and resolve conflicts, personnel issues, citizen inquiries, and officer complaints. Ability to operate a personal computer and various software applications. Ability to physically restrain and rescue, pursue suspects on foot, and occasionally apprehend, restrain, and move a person exerting up to 150 pounds. Physical abilities necessary to provide first aid and CPR. Ability to utilize equipment including firearms and qualify with a firearm at least four times annually. Valid driver's license (acceptable driving record). New Mexico Law Enforcement Academy (NMLEA) Certification; must qualify for Certification by Waiver from the NMLEA and obtain/maintain certification by the NMLEA within one year of hire. US Citizen; free of felony convictions. Successful completion of a background investigation due to the confidential and sensitive nature of information handled.

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	F
50 - 100 pounds	O
100 + pounds	O

**PHYSICAL DEMANDS:**

Standing 15%	Sitting 45%	Walking 20%	Pulling 2%
Pushing 2%	Lifting 2%	Stooping 2%	Kneeling 2%
Crawling 2%	Climbing 2%	Reaching 2%	Other 4%

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)