

Captain

Posting Information

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Posting Number	2021122
Posting/Functional Title	Support Services Captain
University Pay Plan Title	Captain
Location	San Marcos
Department	University Police
Recruitment Type	Open to All
Job Type	Full-Time
Monthly Salary	\$7,500
Job Category	Exempt

Required Qualifications: Applicants must specifically address how they meet these required qualifications to meet the requirements of the position.

- Bachelor's degree or an equivalent combination of education, training, and experience.
- Experience directly related to the duties or responsibilities specified.
- Possess a TCOLE Master Peace Officer certification.

Preferred Qualifications

- At least three years of experience directly related to the duties or responsibilities specified.
- Demonstrated experience with Clery Act Compliance.
- Law Enforcement experience working in a University setting.

Job Description

Under administrative direction of the Chief of Police, assists in the administration and supervision of the Police Department; directs, manages, supervises, and coordinates the support service functions within the Police Department; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the Chief of Police; and assumes command of and responsibility for the department in the absence of the Chief of Police.

Job Duties

- Assists the Chief of Police in planning, directing, coordinating, and controlling Police Department operations. Serves as Officer in Charge (OIC) as assigned, acting on behalf of Chief of Police in her/his absence. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement.
- Coordinates the activities of sworn and non-sworn personnel in the performance of law enforcement and non-law enforcement activities to include investigating crimes, implementing community engagement initiatives, personnel training programs, evidence management, and records

management.

- Review and utilize departmental crime data to ensure completion of required reporting to include Clery, NIBRS, and Racial Profiling.

- Plan, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, procedures; meets with staff to identify and resolve problems.

- Selects, trains, motivates, and evaluates assigned personnel; oversees the conduct of background investigation; oversees and advises personnel providing staff training, works with employees to correct deficiencies; implements discipline. Responds to and resolves difficult and sensitive citizen inquiries and complaints, manages, and investigates citizen complaints against employees, and makes recommendations for disciplinary action.

- Serves as the liaison for the assigned functions with other divisions, departments, and outside agencies; participates with community engagement relations, serves on a variety of boards and committees; participate in coordinating, planning, and scheduling special events; assumes command at special events.

Additional Information to Applicants

Job Open Date 01/12/2021

Job Close Date (posting closes at midnight)

Open Until Filled Yes

Normal Work Days Monday, Tuesday, Wednesday, Thursday, Friday

Normal Work Hours Start 8:00AM

Normal Work Hours End 5:00PM

Posting Notices Applicant must have a valid Texas Driver's License and be a driver in good standing with less than ten (10) points deducted for driving infractions as determined by the employer driving standards system., Applicant must pass the drug and alcohol test relevant to the job posting title requirements., YOU WILL BE REQUIRED TO ELECTRONICALLY ATTACH A RESUME AND COVER LETTER TO YOUR APPLICATION.

Legal and Required Notices

Texas State University is an Equal Employment Opportunity/Affirmative Action Employer, committed to inclusive thought and action in support of our diverse community. Individuals from historically underrepresented groups and all those who share our commitment to inclusivity and passion for the strength of our diversity are strongly encouraged to apply.

Employment with Texas State University is contingent upon the outcome of record checks and verifications including criminal history, driving records, education records, employment verifications, reference checks, and employment eligibility verifications.

Texas State University is a tobacco-free campus. Smoking and the use of any tobacco product will not be allowed anywhere on Texas State property or in university owned or leased vehicles.

Texas State University is a member of the Texas State University System. Texas State University is an EOE.

Texas State is committed to increasing the number of women and minorities in administrative and professional positions.

Why work @ Texas State?

- Amazing health insurance: various coverage options starting your first day of employment for full-time employees with Texas State paying 100% of the employee premium and 50% for your dependents!
- Generous paid time off: vacation, holidays, sick days and many more!
- Excellent work life balance resources: mother and family-friendly resources in addition to a comprehensive FREE wellness program
- Great training and development opportunities: choose from a variety of classroom and online course offerings, learning resources, certifications, and employee educational support programs.
- An inclusive Bobcat community: join our many social networks offered on and off-campus
- Retirement peace of mind: TRS pension, retirement plans and voluntary saving options with generous employer contributions

By joining the Texas State Bobcat team, you'll be a part of one of the most beautiful, diverse, and growing universities in the nation.

Quick Link

<https://jobs.hr.txstate.edu/postings/34385>

Applicant Document

Required Documents

1. Resume
2. Cover Letter

Optional Documents

1. DD 214/DD1300
 2. Veteran's Preference
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Supplemental Questions

Required fields are indicated with an asterisk (*).

1. Do you currently hold or have the ability to obtain a drivers license within 90 days of employment?
 - Yes
 - No
2. Do you have a TCOLE License?
 - Yes
 - No

