ARCHDIOCESE OF
SAN FRANCISCO

Archdiocese of San Francisco
Position Description: Director of Safety, Security & Risk Management

The Director of Safety, Security & Risk Management develops, implements, and maintains policies and programs to ensure the physical safety of the Archdiocese's parishioners, students, faculty, staff, volunteers, clergy, property, and assets. This leadership position coordinates compliance with safety & security requirements as well as the Archdiocese's internal controls and serves as the primary investigator of any incidents that happen at Archdiocesan locations. This position will establish and foster relationships with local Police authorities and other relevant governmental agencies for the betterment of the Archdiocese's safety and security concerns.

Duties and Responsibilities

- Leads, develops, and implements departmental policies, procedures, and training programs to ensure the protection and mitigation of risks for all company assets as well as the safety and welfare of parishioners, students, faculty, staff, volunteers, and clergy. Includes, but is not limited to, the following:
    - Risk assessments and identification of potential safety hazards, security threats and vulnerabilities;
    - Construction of the Archdiocesan Illness & Injury Prevention Program (IIPP) and the Emergency Preparedness plan;
    - Selection and supervision of outside protective services and disaster relief contractors, as needed;
    - Investigations of workers compensation injuries as well as suspicion of violation to guidelines such as theft, fraud, threats, and disruptive gatherings on diocesan or parish property;
- Ensures that the Archbishop and appropriate persons are fully-apprised of developments and situations that arise in the area of security, safety and disaster response.
- Responsible for security related to the Archbishop, requiring review of future events, meetings, and appointments to assess, plan, and provide for potential disruptions. This may require driving the Archbishop and attentively escorting him during these visits. On rare occasions, this may include accompanying the Archbishop to events in other regions of the country.
- Presides over the Chancery's safety committee and ensures adequate coverage for all anticipated special events.
- Serves as the key point of contact with the representatives of outside entities, including but not limited to, the following:
    - Outside government and law enforcement officials
    - Archdiocese's external insurance broker / risk control services
    - Cal/OSHA
- Reports to the Vicar General of the Archdiocese while maintaining close working relationships with the Archdiocese's management team.
- Accompanies Human Resources in volatile employee incidents, discipline and termination matters.
- Directs the overall operation of the Security Department including staff, budgets, and other areas as directed by the Vicar General and the appropriate executive management.

Job Qualifications

- Background and knowledge of security operations, safety, investigation, and legal issues, with a preference for 10+ years in a law enforcement, security, executive protection, safety, investigations or risk management leadership position
- Knowledge and understanding of compliance with applicable federal, state and local, laws and governing body regulations, including Cal/OSHA guidelines
- General proficiency in electronic surveillance systems
- Experience with change management and rolling out small- and large-scale initiatives.
- Ability to effectively present information in one-on-one and small group situations, as well as to top management and public groups
- Ability to define problems, collect data, establish facts, draw valid conclusions
- Ability to assess and evaluate safety team performance fairly
- Ability to work effectively in a team environment with minimal direct supervision
- Ability to supervise, train, and motivate multiple levels of staff
- Ability to analyze data and establish appropriate action plans
- Ability to respect and honor confidentiality
- Excellent written and verbal communication skills and proficiency with Microsoft Office Suite software.
- Valid California real ID driver license
- Valid standard California security guard card and a separate BSIS Firearms Permit.
- Practicing Catholic with an understanding of Church services & teachings *(preferred)*
- Graduate of an Archdiocesan elementary school, high school / college preparatory *(preferred)*

PHYSICAL REQUIREMENTS

- Ability to sit, walk, stand, and climb stairs, alternating as needed and sometimes for prolonged periods of time. Must be able to bend, pull, and also reach above shoulder level. Must be able to lift 35 lbs.

NOTICE OF NON-DISCRIMINATION

- Pursuant to the San Francisco Fair Chance Ordinance, all employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories.

Pay Range: $125,000-$175,000 annual

Please submit a cover letter, resume and two letters of reference to:

Christine Escobar
Archdiocese of San Francisco
1 Peter Yorke Way, San Francisco, CA 94109

ARCHDIOCESE OF SAN FRANCISCO