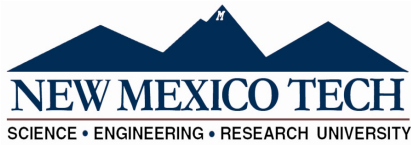


Posted: June 17, 2025



POSITION ANNOUNCEMENT

TITLE: ASSISTANT CHIEF OF POLICE

DEPT: CAMPUS POLICE

REG ☒

TEMP ☐

FULL TIME ☒

PART TIME ☐

STARTING RATE or SALARY RANGE \$ 68,000 - \$72,000

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:

The Associate Director / Assistant Chief of Police is a senior leader within the campus public safety team, reporting directly to the Chief of Police. This role supports the strategic direction, daily operations, and administrative management of the campus police department. A key responsibility of this position is overseeing the department's investigative functions, ensuring that criminal incidents are handled with professionalism, timeliness, and accuracy. The Assistant Chief also helps ensure compliance with Clery Act requirements, manages internal affairs processes, and National Incident-Based Reporting System (NIBRS) reporting. Beyond investigations, the position is also a key stakeholder who supports emergency preparedness initiatives and advancing community engagement efforts across campus.

JOB FUNCTIONS:

Supervises police, security, and dispatch staff, assigns duties, evaluates performance, and supports recruitment, training, and professional development. Directs and manages all departmental investigations including criminal, administrative, and Title IX cases. Ensures investigations are conducted thoroughly, professionally, and in compliance with applicable policies and laws. Builds and maintains positive relationships with students, faculty, staff, and external stakeholders. Leads or supports outreach programs and community policing initiatives. Monitors and enforces adherence to federal and state requirements such as the Clery Act, Title IX, and NIBRS. Oversees data accuracy, reporting standards, and internal audits. Collaborates with the Chief of Police to develop and implement departmental policies, strategic goals, and operational procedures to enhance public safety on campus. Participates in the university's emergency planning and incident command. Coordinates response protocols and supports crisis management operations. Assumes departmental leadership responsibilities during the Chief's absence, ensuring continuity of operations and representation at meetings or events. Assists with budgeting, procurement, and identifying funding opportunities. Supports efforts to secure grants and manage resources effectively.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Certification as a sworn law enforcement officer (state POST or equivalent). Minimum of 10 years of law enforcement experience, including at least 3 years in a supervisory or command-level position. Demonstrated experience in managing

investigations and maintaining compliance with Clery Act and NIBRS standards. Strong knowledge of emergency management practices, community policing principles, and relevant state and federal laws. Strong ability to interface well with students, faculty, staff, and the public. NMLEA Police Officer Certificate, Positions subject to pre-employment drug screen and background check. Security Clearance may be required in the future.

DESIRED QUALIFICATIONS:

Bachelor’s degree in Criminal Justice, Public Administration, or a related field. Experience in a university or campus law enforcement setting. Familiarity with Title IX investigation procedures and trauma-informed practices. FBI National Academy or equivalent advanced leadership training. Experience in a university or campus law enforcement setting.

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	S

PHYSICAL DEMANDS:

Standing 25%	Sitting 30%	Walking 15%	Pulling 2%
Pushing 4%	Lifting 5%	Stooping 2%	Kneeling 2%
Crawling 1%	Climbing 4%	Reaching 5%	Other 5%

Apply to: nmtjobapps@npe.nmt.edu