Job Classification Specification

Campus Operations & Protection Professional 4

Position Summary

Recognized as an expert in own area within the organization. Requires specialized depth and/or breadth of expertise. Interprets internal or external business issues and recommends solutions/best practices. Solves complex problems; takes a broad perspective to identify solutions. Works independently, with guidance in only the most complex situations.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Performs advanced professional program administration and evaluation work for campus operations services such as parking, housing, bookstores, dining services, public safety, or grounds maintenance.

Determines food service budget expenditures.

Coordinates purchases and ensures that adequate supplies of food are maintained.

Assesses food service activities and recommends modifications to improve operating efficiency.

Assesses and evaluates the physical space requirements of the organization and recommends plans to meet needs.

Inspects equipment and facilities, determines maintenance, repair and cleaning needs. Coordinates procurement of parts, tools and equipment for work team.

Understands and utilizes multiple building control systems. Runs alarm summary reports from building automation systems to ensure proper operation of building systems.

Estimates time, labor and material costs. Assists in planning and scheduling projects; maintain records and prepare reports as required.
Campus Operations & Protection Professional 4 (cont’d)

Operational Role

Puts into effect what is required by defined job duties and clear objectives following established procedures and protocols; can alter the order in which work is performed but usually not the expected end result which can be improved, but not qualitatively changed.

Scope of Measurable Impact

Actions tend to facilitate work outcomes that meet general reporting requirements, internal checks and balances, regulatory guidelines, or similar results that promote the welfare of students, faculty and staff and safeguard the institution by providing necessary inputs to others in the form of information or finished materials.

Independence and Decision-Making

Works under general supervision but usually is given the latitude to make decisions on projects that he/she is accountable for delivering on; decisions may involve selecting an approach from among alternatives, timing when certain tasks should be performed, determining how to best use available resources, and other similar choices.

Complexity and Problem Solving

Problems are often not solved with strict technical resolution; problem resolution and project completion involve substantial planning and scheduling in order to obtain and align resources when and where needed.

Required Qualifications

BA/BS and at least 5 years of experience or a combination of related education and work experience to equal nine years. Senior individual contributor who often is a designated lead or who frequently is assigned project leadership roles within a function or similarly-sized organization usually in the same discipline.

Effective 2/24/14