Job Classification Specification

Campus Operations & Protection Manager 2

Position Summary

Responsible for handling a variety of moderately complex assigned projects within Campus Operations. Applies subject matter knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge. Provides leadership to supervisors and/or professional staff. Decisions are guided by policies, procedures and business plan; receives guidance from senior manager. Provides technical guidance to employees, colleagues and/or customers.

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.)

Direct the operations of a campus bookstore or dining services to include purchases and sales, maintenance of sales and inventory records, quality control and staff supervision.

Lead campus parking, transportation, and grounds maintenance program to include the development and evaluation of new programs to meet campus needs.

Manage the operations of campus electromechanical systems such as heating, ventilation and air conditioning (HVAC), or physical access/security.

Supports the Assistant District Director in the development of an annual business plan and capital budget based on the institution’s capital plan for team buildings.

Direct student/campus life and residential housing programs.

Adapts departmental plans and priorities to address resource and operational challenges.

Is accountable for the performance and results of a team within own discipline or function.

Provides input in the development and management of the team operating budget.

Develops and prepares designs for moderate to complex in-house projects. Prepares sketches and drawings with and without AutoCAD system. Revises drawings prepared by outside resources.
Campus Operations & Protection Manager 2 (cont’d)

Operational Role

Modifies practices and procedures to improve efficiency and quality; searches for better ways to effectively achieve end results by, for example, scheduling work steps, arranging/re-arranging the way work is generally performed, and adding or deleting elements of processes as necessary.

Scope of Measurable Impact

Actions tend to affect a department or critical project outcomes; performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, and resource allocation/effectiveness.

Independence and Decision-Making

Mostly works independently according to standard operating procedures (may develop some processes/procedures); generally responsible for keeping processes moving in a productive direction, and will look for supervisory approvals when changes to process steps are considered and additional resources for task completion required.

Complexity and Problem Solving

Problems are increasingly difficult to identify and are sufficiently difficult that they cannot be solved using existing practices and procedures; may have to respond/adapt to changing conditions or circumstances, necessitating enterprise and new approaches.

Required Qualifications

Requires BA/BS with at least 8 years of experience and prior oversight of a small department or cross-disciplinary team; typically is responsible for managing a department of notable size, complexity, or significance that, in part, affects how well the organization to which the incumbent belongs operates.

Supervision

Has the authority to hire, transfer, promote, discharge, suspend, assign work, reward, discipline, and direct the work of both full-time and part-time University employees.

Effective 2/24/14