Job Classification Specification

Campus Operations & Protection Director 1

Position Summary

Responsible for handling a variety of extremely complex assigned projects within Campus Operations. Applies expert level subject matter knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge. Provides leadership to managers, supervisors and/or professional staff. Is accountable for the performance and results of multiple related units. Controls resources and policy formation in area of responsibility. Decisions are guided by resource availability and functional objectives.

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.)

Manages 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.

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

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

Directs student/campus life and residential housing programs and initiatives.

Develops assignments, timetables and responsibilities for team members for the duration of the project. Organizes and directs construction personnel, and ensures that materials and equipment resources are delivered on time.

Adapts and executes functional or departmental business plans and contributes to the development of functional or departmental strategies.
Campus Operations & Protection Director 1 (cont’d)

Operational Role

Determines how to achieve the directives set by the institution's strategy and top executive leadership generally by developing new systems, new products/offerings, new methods or approaches, and new operating procedures; considers the intentions/goals of the institution and figures out the best way to fulfill them.

Scope of Measurable Impact

Actions have a measurable effect on a major unit or function of the institution; measures generally concern financial health/profitability, customer service, student experiences, and productivity.

Independence and Decision-Making

Incumbents act with substantial discretion, balancing several goals at once with the idea to minimize costs/risks and maximize benefits/returns.

Complexity and Problem Solving

Develops innovative solutions for difficult, complex, and systemic problems that may have precedent-setting implications for the institution; is usually responding to new situations and circumstances that require attention -- invention occurs in the course of solving specific problems.

Required Qualifications

Requires a BA/BS and at least 12 years of experience; exhibits technical and operational mastery of an area and has proven management experiences and history of successes in supervising groups; has demonstrated excellence in a discipline and understands the implications of decisions and actions on segments of the organization outside one's immediate area.

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