Job Classification Specification

Campus Operations & Protection Director 2

Position Summary

Ensures the optimal utilization of the organization's facilities. Provides leadership and direction through Senior Managers and Managers. Adapts and executes functional or departmental business plans and contributes to the development of functional or departmental strategies. Decisions are guided by functional strategies and priorities. Controls resources and policy formation in area of responsibility.

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.)

Plans, controls and directs real estate activities such as site location and acquisition, right-of-way negotiation, building and land acquisition and disposition, space leasing, property management, and maintenance of properties.

Administers and operates the organization's warehouses, including processing, packaging and storage of supplies, materials and equipment.

Accountable for all materials and supplies in the stores facilities; audit of goods received into warehouse.

Oversees receipt, storage and shipment of materials, and related reporting in accordance with established procedures.

Oversees preparation and coordination of schedules for shipping and receiving materials to control the flow of goods and regulate warehouse space.

Ensures the effectiveness of operating procedures, space utilization, and maintenance and protection of facilities and equipment.

Directs and oversees menu planning, estimation of required food quantities, labor and overhead costs, organization of food storage and maintenance of kitchen and storage facilities.

Assesses and is accountable for food service activities; recommends modifications to improve operating efficiency.
Campus Operations & Protection Director 2 (cont’d)

Operational Role

Determines how to achieve the directives set by the institution's strategy and top executive leadership 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 at this level are the ones who are most often asked to "figure it out," to come with ideas and actions that will make the institutional strategy "real".

Complexity and Problem Solving

Figures out how to get the institution from "here" to "there," creatively using the mission and goals of the institution as a guide to fulfill objectives that are established in concert with the most senior managers.

Required Qualifications

Requires BA/BS and at least 15 years of experience; often an expert in a specialized field or complex operation, and the final authority on a matter of financial significance to the institution; understands the nuances, fine print, trade-offs, exceptions, etc. of an issue.

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