Job Classification Specification

Campus Operations & Protection Professional 2 Supervisor

Position Summary

Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives some guidance and direction.

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.)

Assists in administering campus bookstore or food service operations to include customer service, advertising, employee training, stock maintenance and quality control, and financial responsibilities.

Assists in administering campus programs to ensure that grounds and parking facilities are available in a clean, safe, and orderly condition.

Supervises the serving or production activities of a food service operation.

Interviews, hires, trains, schedules and evaluates employees engaged in cooking, serving, custodial, food preparation or service work.

Schedules the hours of work for parking attendants. Alters assignments to maintain appropriate coverage on a day-to-day basis to attend to service needs. Interviews and hires parking attendants.

Coordinates the collection of monies and report sheets from parking facilities. Works in connection with the departmental accounting staff to investigate cash control procedural problems and errors.

Coordinates and supervises the daily activities of business or technical support or production team.

Sets priorities for the team to ensure task completion; coordinates work activities with other supervisors.
Campus Operations & Protection
Professional 2, Supervisory (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

Job holders are guided by general procedures and professional norms, with periodic checks on accuracy, quality and timeliness of outcomes.

Complexity and Problem Solving

Finds solutions to routine technical or operational problems; once problem is identified, solutions generally can be resolved using conventional or standard procedures.

Required Qualifications

BA/BS with at least 2 years of experience or a combination of related education and work experience to equal five years; position involves comparing, verifying and reconciling data to help department achieve overall objectives.

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