Office of Human Resources

Job Classification Specification

Campus Operations & Protection Professional 4 Supervisor

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.)

Perform 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.

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.

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 4, Supervisor (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; decisions may involve selecting an approach from among alternatives, timing when certain tasks should be performed, and determining how to best use available resources.

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

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

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