Classification Specification for Unclassified Service

**Title:** Assistant Director Public Safety

**Pay Scale Group:** 20-1

**Essential Function**

Under general supervision from a designated administrator, manage and direct the following areas: Communication Center, Access Control, Records, Business Operations and Service Center for the Public Safety Department, including Parking Services.

**Characteristic Duties**

Direct and administer business strategies and plans for Public Safety's Communication Center, Access Control, Records, Business Operations and Service Center, including Parking Services.

Act on behalf of Director, Public Safety, in the Director's absence.

Organize, coordinate and implement quality-based programs.

Develop and institute policies and procedures to ensure compliance with local, state, federal and University regulations.

Control budget, approve expenditures, prepare budget requests and maintain related records.

Develop, plan and analyze specifications for projects.

Serve on University committees.

Prepare and monitor major contracts for capital improvement projects.

Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

Perform related duties based on departmental need.

**Minimum Qualifications**

Bachelor's degree with seven (7) years experience; Associate's degree with nine (9) years experience; -OR- eleven (11) years experience. Experience must be in related areas and include at least three (3) years supervision.