Title: Events Manager, Public Safety

Pay Scale Group: 16

Essential Function

Under general supervision from a designated administrator, manage the planning and preparation for special events to ensure compliance with state regulations and university policies and procedures.

Characteristic Duties

• Manage the planning and preparation for special events to ensure compliance with state regulations and university policies and procedures.

• Serve as liaison by participating in event coordination meetings.

• Schedule, supervise and prepare special-event employee payroll.

• Prepare facility for scheduled event (i.e., security sweep, patrol); coordinate maintenance/janitorial activities.

• Develop and recommend training for all public safety employees; monitor mandated training and refreshers.

• Evaluate facilities for continued operational effectiveness.

• Monitor revenue and expenses; assist in costs recovery efforts.

• Recommend facility changes, upgrades or enhancements.

• Keep abreast of state regulations and university policies and procedures governing compliance.

• Gather and review incidents and provide feedback to appropriate areas.

• May 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 three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in a related field. Experience must include at least two (2) years of law enforcement and/or Public Safety crowd-control, and one (1) year supervision.

Last updated: February 2004