**Title:** Manager, Technical Services

**Pay Scale Group:** 18

**Essential Function**

Under general supervision from the Chief of Police, manage and coordinate the technical areas of Public Safety.

**Characteristic Duties**

- Manage and coordinate technical areas of Public Safety (e.g., Communication Center, police records, access control and security systems, etc.).
- Ensure compliance of department operations with local, institutional, state and federal rules and regulations.
- Develop, research, monitor and recommend technology that will enhance the safety of the university community.
- Participate in the development and implementation of policies and procedures.
- Develop and maintain an effective training program on safety methods and procedures.
- Serve as liaison with law enforcement agencies and the criminal justice system.
- Assist with budget preparation and monitoring expenditures.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Assign work; ensure proper workflow of the unit; act as lead worker.
- Perform related duties based on departmental need.

**Minimum Qualifications**

- Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience. Degree must be in Criminal Justice or related field with experience in criminal justice administration. Experience must include at least three (3) years supervision. Certification by Ohio Peace Officers Training Council is required.

*Last updated: 1-9-07*