

Family: Facilities and Operations

Level: AM3

Position Profile Title: Administrator 3-Police Lieutenant

Salary Grade	Minimum	Midpoint	Maximum
8	\$86,688	\$119,232	\$151,764

PROFILE SUMMARY:

Positions in this job profile oversee the day-to-day field operations of the OSU Department of Public Safety. These positions provide short-term and long-term guidance, coordination, and evaluation of work assignments, supervise sworn sergeants, sworn police officers, and security/public safety officers and act in the capacity of a sworn officer to the full extent of all federal, state, county, and university laws, regulations and policies.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristic of the Administrator 3-Police Lieutenant profile is the management of the services and activities within the sworn and un-sworn patrol, and investigations of the OSU Department of Public Safety. The Administrator 3-Police Lieutenant profile has regular daily contact with all members of the Oregon State University campus community including students, faculty, staff, visitors, and members of the public.

PRIMARY POSITION RESPONSIBILITIES:

1. Supervises sworn sergeants, sworn police officers, and campus security/public safety officers; acts in the capacity of a sworn officer to the full extent of all federal, state, county, and university laws, regulations and policies.
2. Participates in the development and administration of the DPS budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
3. Serves as the liaison for the assigned functions with the university community, including students, faculty, and staff; may serve as DPS representative on university committees and task forces.
4. Provides expertise and guidance to the Chief of Police; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate.
5. The OSU Police Lieutenant may at times be the highest-ranking law enforcement official on campus. As such, the incumbent is expected to make emergency command decisions without the benefit of consultation from a higher authority.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed. Decisions have major implications on the management and operations of an area within a department; may contribute to important strategy, operations, and business decisions that affect the department.

Decisions impact:

- Department
- Direct team
- Vendors/Suppliers/Contractors
- Students/Parents
- Other External Agencies/Institutions

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ACCOUNTABILITY:

Results are defined by senior leadership, division and university mission, vision and strategies. Incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow; although precedents may exist; supervisor/manager provides broad guidance and overall directions.

Supervises work of unclassified and classified employees, including planning, assigning, scheduling, and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas, or collaborate on significant projects.
- Resolve conflict, negotiate, or collaborate on major projects.
- Access and/or work with sensitive and/or confidential information.

TYPICAL REQUIREMENTS:

Minimum of ten-years of experience as a certified police officer and a minimum of five-years of experience as a first level or higher police supervisory position

Certified or eligible for lateral certification by the Oregon Department of Public Safety Standards and Training

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.