



**Family: Facilities and Operations**

**Level: AM4**

**Position Profile Title: Manager 1-Admin Lieutenant**

Salary Grade	Minimum	Midpoint	Maximum
7	\$72,216	\$99,336	\$126,456

**PROFILE SUMMARY:**

Positions in this job profile manage the day-to-day administrative operations of the Department of Public Safety (DPS). These positions develop and implement comprehensive policies and procedures relating to department's administrative operations and ensures effective, efficient, and professional delivery of services to the University. Areas of accountability include the coordination and implementation of a comprehensive training program for DPS staff; oversight and coordination of security systems, data reporting and filing; management and oversight of accreditation standards, and oversight of Clery Act administration.

**DISTINGUISHING CHARACTERISTICS:**

The distinguishing characteristic of the Manager 1-Administrative Lieutenant profile is the management of the day-to-day administrative operations of the Department of Public Safety. Positions manage within a budget and provide supervision for employees carrying out the daily work.

**PRIMARY POSITION RESPONSIBILITIES:**

1. Provides operational level management of the day-to-day administrative operations for the Department of Public Safety, including implementation and management of policies and procedures that ensure efficient workflow and quality standards.
2. Ensures compliance with university policy, federal and state laws, regulations, and contractual agreements.
3. Manages functional unit budget and keeps leaders informed of fiscal needs and results.
4. Supervision including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews of employees and provide for training provisions
5. Provides subject matter expertise to internal and external stakeholders.
6. Oversees, maintains updates, and completes records, documentation, and reports.

**PROBLEM-SOLVING AND DECISION-MAKING:**

Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.

Decisions have major implications on the management and operations of an area within a department; job may contribute to important strategy, operations, and business decisions that affect the department.

Decisions impact:

- Entire University
- Functions Across the University
- Department
- Direct Team
- Students/Parents
- Other External Agencies and Institutions



**Family: Facilities and Operations**

**Level: AM4**

**Position Profile Title: Manager 1-Admin Lieutenant**

Salary Grade	Minimum	Midpoint	Maximum
7	\$72,216	\$99,336	\$126,456

**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 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:**

5 years of progressively responsible law enforcement experience including two years of supervisory experience.

May require certification or licensure.

**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.