



**Family: Facilities and Operations**

**Level: AM1**

**Position Profile Title: Administrator 1-Public Safety**

Salary Grade	Minimum	Midpoint	Maximum
9	\$104,100	\$143,112	\$182,112

**PROFILE SUMMARY:**

Positions in this job profile are responsible for the oversight and management of the overall operations of university wide Public Safety. Responsibilities include developing, implementing, and evaluating philosophy, short and long-range goals and objectives. Employees develop, implement and enforce plans, policies, procedures, systems, programs and performance standards. They participate in strategic planning efforts as part of the management team. They are responsible for managing staff, equipment and facilities. They determine resource needs and priorities and make recommendations to executive management. They determine training needs and make appropriate arrangements for provision of training.

**DISTINGUISHING CHARACTERISTICS:**

The distinguishing characteristics of the Administrator 1-Public Safety profile is the overall oversight and management the Department of Public Safety for the university.

**PRIMARY POSITION RESPONSIBILITIES:**

1. Directs and coordinates University security, safety, and protection programs to include a comprehensive strategy for protecting persons, facilities, infrastructure, and intellectual and real properties.
2. Enforces and ensures compliance with university policy, state and federal laws and regulations, contracts and industry standard.
3. Provides law enforcement and public safety advice, support and information to Oregon State University executives on policy and procedural changes that affect departmental operations.
4. Directs the creation and maintenance of department policies and procedures for operations.
5. Coordinates the preparation of operational reports and analyses, identifying trends and makes recommendations or conclusions, including budget and long and short term goals and strategies.
6. Supervision of professional faculty and/or classified positions including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews
7. Establishes and maintains relationships with internal and external stakeholders to identify potential services or processes that may enhance and support facilities and operational functions.

**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 significant, broad implications for the management and operations of a division/entire organization; contributes to decisions on the overall strategy and direction of the entire organization.

Decisions impact:

- Entire University
- Functions across the University
- Department
- Direct team
- Faculty/Staff
- Alumni/Donors
- Vendors/Suppliers/Contractors



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- Student/Parents
- Other External Agencies and Institutions

**ACCOUNTABILITY:**

Results are defined by university and division strategy, mission and vision; 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 direction.

Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, responding to grievances, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Develops and approves department/unit budget and exceptions to program budget. Assists in the development of the division/college/overall organization

**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.
- Access and/or work with sensitive and/or confidential information.
- 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.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

**TYPICAL REQUIREMENTS:**

Bachelor's degree from an accredited college or university in Criminal Justice, Public Administration, or a closely related field.

8 years of progressively responsible supervisory experience in a police organization in a variety of assignments, e.g. patrol, investigations, crowd management, crime prevention.

Experience must include at least two years at police Lieutenant rank or higher.

**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.