JOB DESCRIPTION

Associate Director Administrative Services-University Police Department

**Definition of Class**
This is a supervisory position in which the incumbent serves to direct the administrative and special service functions within the University Police Department. Areas of responsibility include management of police and public safety operations, records systems, budgets, training, and support personnel. The incumbent exercises substantial authority, discretion, and judgment in various administrative and public safety functions. Reports to the Director.

**Examples of Work Performed**
Plans, organizes, and directs the operations of the University Police Department in an effective manner that promotes and maintains a safe and secure campus environment; provides leadership to ensure the efficient operations of all functional units of the Department; assists with the development and implementation of departmental policies and procedures; provides direction in the enforcement of all laws and university regulations; assists with the development of departmental goals, objectives, and strategic initiatives.

Manages the following department operations: assists the Director with the department budget, payroll, procurement, and inventory control processes; provides oversight of administrative records that includes staff development documentation, personnel files, employee and department assessment reports; review and resolves disciplinary issues; and assists with the selection process of personnel.

Develops programs and initiatives that promote the safety and welfare of the University community; participates in the maintenance of the University crisis management and emergency operations plan; supervises the Department Incident Command System; manages the intelligence network and issues related to homeland security; supervises the coordination and planning process of security services that support University special events.

Develops and maintains relationships that nurture the trust of the campus community; establishes a diverse community network; participates in crime prevention programming and works with various groups and organizations for the purpose of planning special events and activities; establishes problem solving community policing initiatives that promote relationship building.

Develops and manages alternative forms of resources to include: donations, grants, interns, and volunteer programs. Performs assessment analyses to determine public needs and expectations. Directs contractual security services for University departments and special events.

Serves as liaison to other law enforcement agencies; serves on various University and external committees and task forces that pertain to public safety and security issues; represents the University at conferences, meetings, training sessions, and other functions as assigned. Maintains relations with the news media and serves as the Department Public Information Officer (PIO).

Performs related duties as required or assigned by the Director.
**Essential Functions**

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Directs the Department administrative and support services, and special service functions within the University Police Department.
2. Oversees the Departmental Records System.
3. Administers budgets and develops resources as a signatory officer.
4. Supervises support staff and special services personnel.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.

- **Vision:** Requirements of this job include close, color, and distant vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:**
  A Bachelor' Degree from an accredited four-year college or university.

- **Experience:**
  Five (5) years of experience related to the above described duties, one (1) of which must be in a supervisory or management capacity.

- **Certification:**
  Certification with Mississippi Board of Law Enforcement Officer Standards and Training within the first year of employment.

- **Licensure:**
  Must have a valid driver’s license upon employment and a State of Mississippi driver’s license within (30) days of employment.
**Additional requirements:**
Must be 21 years of age and a U.S. citizen.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADAE employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.*