**STATEMENT OF FUNCTION.** Describe in detail the specific duties and responsibilities assigned this position. Identify Essential and Marginal functions. Attach additional sheets if necessary, to properly describe the position.

This is a highly responsible position that reports to the Chief of Police in the Department of Public Safety to provide high-level support primarily for process improvements, planning administrative procedures, and special projects. Performs complex and confidential administrative duties. Manages sub-projects, special assignments, and committees within areas of responsibility for the office of the Chief of Police. Exercises sound judgment and discretion in decision-making. Serves as primary point of operational and administrative contact for internal and external constituencies, often on complex and confidential issues. May serve on a variety of committees in a support capacity.

**ESSENTIAL FUNCTIONS**

25% Provide administrative support for the Chief of Police to include handling/preparing sensitive and confidential documents, attending assigned meetings important to the Office of Chief, and dealing with administrative problems and inquiries as appropriate.

10% Maintain records using appropriate computer based information system to document correspondence, processes, and other information.

20% Assist with designing, developing, and conducting special studies in the assigned areas of administrative operations. Collect and analyze data as appropriate.

10% Compose and prepare written documentation and correspondence for the office as appropriate.

10% Maintain and update department personnel records; serve as liaison with Human Resources/Personnel on personnel matters.

15% Assist in the planning and finalizing of studies and reports. Assist in short and long range planning and research.

**MARGINAL FUNCTIONS**

3% Perform other duties as required to assist in accomplishing departmental and university goals and objectives.

5% Enhance professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops.

2% Serve as departmental liaison to other university departments/units, state agencies, vendors, and outside groups and organizations as required.
17. POLICY MAKING INTERPRETATION: What statutes establishes or defines the work performed?

N/A

18. SUPERVISOR'S POSITION: Number: 17270 Class Code: 9340 Class Title: Director, Safety & Security

19. SUBORDINATE UNITS: (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised.)

N/A

20. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

21. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)

The incumbent is expected to display the highest standards of professional ethics when handling confidential data relative to internal affairs complaints, investigations, etc., which if disclosed, might adversely affect case disposition. Incumbent is responsible for maintaining confidentiality of employees’ salaries and other sensitive personnel issues.

22. KNOWLEDGE/SKILLS/ABILITIES:

Minimally, incumbent should meet educational requirements and possess general knowledge, skills and abilities (KSA’s) required to perform fiscal and administrative tasks (software applications, office procedures, organization, etc.). Additionally, incumbent should possess characteristics/KSA’s that display professional decorum, flexibility and cooperation.

23. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW: Please review statements below check all that apply.

☐ This position requires a background check and/or fingerprinting, Florida Statues.
☐ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statues.
☐ This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
☐ This position requires licensure, certification or other special requirements described below.

ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.

SIGNATURES: Incumbent: Cassandra K. Frye Date: 

Reviewing Officer: Calvin Ross Date: 

Director of Personnel: Date: 
