

## **Asst Dir, UPD**

### **Job Code 50030517**

#### **General Description**

Assist in the overall direction and the supervision of all police and the parking services function.

#### **Examples of Duties**

Evaluate and monitor utilization of various leave categories and overtime expenditures.

Design, prepare and manage budgets for UPD and parking services.

Analyze crime and police service needs, prepare and delegate strategies and responses.

Analyze parking and upgrade parking and traffic control services and strategies.

Plan strategies to provide constituent access to university facilities and services.

Develop and maintain cooperative relationship with surrounding police agencies.

Evaluate and respond to constituent complaints and inquiries concerning public safety services.

Evaluate state of the art equipment and resources.

Evaluate, monitor, design, and implement operational policies and procedures according to law and case precedent.

Monitor and delegate hiring and training of new and existing personnel in both police and parking services.

Communicate the goals and objectives of the department.

Inspect and evaluate the physical facilities and needs of the department.

Evaluate, approve/disapprove, and process projects, proposals, and activities of subordinate personnel.

Provide guidance, training and general direction of Captains and Parking Supervisor.

Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** U.S. and Texas Constitutions and statutory laws; of University and Regent Rules for hiring, disciplining, compensating, and classifying employees; of grant writing principals and locating funding sources.

**Skill in:** working as a team member; in interacting courteously with often hostile public; in directing the work of others; in mediating disputes.

**Ability to:** understand court opinions, laws, and policies; to understand instructions on completion of grant applications; to prepare reports, letters, and proposals regarding department activities; to perform basic math, percentages and ratios.

#### **Experience and Education**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**

Must be a TCLEOSE Certified Peace Officer.