

University of Houston – Clear Lake Position Description

Job Title: **Assistant Director, Police Support Services**

Job Code: **2610**

Pay Grade: **060** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree from an accredited university in Business, Education, Criminal Justice or related program.	Master's degree from an accredited university in Business, Education, Criminal Justice or related program.
Experience	Seven years logistics experience managing multi-faceted operations; and three years experience managing government or not for profit operational unit or organization.	Ten years logistics experience managing multi-faceted operations; and five years experience managing government or not for profit operational unit or organization.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

With minimal supervision from the Chief of Police, the Assistant Director of Police Support Services with the University of Houston-Clear Lake Police Department is responsible for the leadership, direction, management and supervision of the Police Support Services Division of the Department. The Police Support Services Division consists of Budget, Communications (Police Dispatch), Parking Operations, Quartermaster and Fleet Management, Access Control, Property Management, and Planning and Research. The Assistant Director will ensure that the Division provides quality services to the community and support services of the Department in a consistent and effective manner and that the functional responsibilities of the Division is fulfilled. The Assistant Director will constantly evaluate the performance of units and individuals within the Police Support Services Division to ensure that the functions and duties are performed in a courteous and professional manner and to the highest ethical standards. The Assistant Director must work cohesively with the Lieutenant of the Field Operations Division to assure Police Support Services successfully fulfil Field Operations needs. The Assistant Director will also interact routinely with members of the University community to determine whether the Police Support Services Division is meeting the expectations of the community and make changes accordingly. The Assistant Director is a civilian and will typically manage civilian support operations; however dependent on operational necessity, the Assistant Director may have to assume occasional supervision over sworn personnel.

Duties and responsibilities

% Time

Manages department budget and payroll operations.	20
Provides leadership and direction to the division consistent with the mission of the University of Houston-Clear Lake and the Police Department through the use of goals, objectives, values, coaching, collaboration, cooperation, community outreach, and problem solving strategies.	15
Evaluates the operation of the division to ensure that it performs the functions for which it is responsible in an effective, efficient, professional, courteous and ethical manner with sensitivity to the diversity and uniqueness of the campus community. Initiates corrective action when performance does not attain these standards.	15

Develops and manages resources needed by the division to satisfactorily accomplish its responsibilities to include personnel, equipment, supplies and capital improvements.	10
Coach, counsel and mentor members of the Department to increase their contributions to the department, improve self-esteem and confidence, and create a positive work environment.	10
Maintain records, statistics and documentation of department, division and individual performance.	10
Prepare reports, evaluations, and action plans as needed, scheduled, or assigned.	10
Other duties as assigned by the Chief of Police.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.