**JOB DESCRIPTION**

**TITLE**
Manager, Public Safety Operations

**JOB SUMMARY**

The Manager, Public Safety Operations provides professional support to the Executive Director of Public Safety. Ensures a smooth operation of the office by handling administrative projects, manages Texas Commission on Law Enforcement reporting. This position provides management and oversight of the department’s business operations and budgets. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

**ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Executive Director, Public Safety

*Supervises:* No supervisory responsibility

**ESSENTIAL DUTIES - May include, but not limited to the following:**

- Manages the daily financial activities of the department, which includes billing, budget preparation and control, accounting, purchasing, and business planning and management; ensures compliance with university policies and procedures, state and federal regulations.
- Monitors and assists with the development of department operation budgets.
- Oversees cash handling and other revenue reconciliations and processes.
- Reviews and manages departmental contracts.
- Manages a fiscally sound budget.
- Manages Texas Commission on Law Enforcement reporting.
- Assists in policy development as requested and provides interpretation of policies and procedures concerning the department.
- Coordinates the departmental purchasing process. This indicates initiating new purchase orders, verifying account numbers, tracking purchase orders before and after return from purchasing, and processing completed purchases orders for payment.
• Assists the Executive Director with special projects, retreats, and workshops.
• Stays abreast of state and federal laws and institutional changes regarding Public Safety.

ADDITIONAL DUTIES

• Performs other duties as requested.

EDUCATION

Bachelor’s degree in accounting, business, finance or related field required.

EXPERIENCE

Three years experience in budget management/development and business affairs or related field.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

• Knowledge of accounting, bookkeeping, budgeting, planning, and auditing.
• Ability to provide administrative guidance within area of responsibility.
• Ability to apply budgetary and fiscal planning techniques within financial constraints.
• Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgement based on an understanding of organizational policies and activities.
• Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
• Ability to communicate effectively orally, by phone, in person and in writing.
• Ability to use a personal computer and other office equipment, including related university software and email.
PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ________________________ Date: _____________

Employee Printed Name: __________________________

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex,
sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.