

Class Code:.....1206  
Position#:.. (PSA) (E).....  
Developed by:.....SB  
Reviewed by:.....CW,LK  
Approved by:.....LK  
Date:.....09/16;11/16

UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Coordinator, Public Safety Administration  
**DIVISION:** Administration & Finance (Public Safety)  
**REPORTS TO:** Director, Public Safety  
**GRADE:** 9  
**SUPERVISES:** Support Staff, Undergraduate and Graduate Student

**BASIC FUNCTION:**

Under the direction of the Director of Public Safety, manage the day-to-day functions of the department's Administrative Division. Plan and organize conferences, meetings and special events that serve to enhance the Department of Public Safety and the University's image among faculty, students, parents, local officials, opinion makers, the media and the business community. Assist the department leadership in developing programs that will provide positive on-campus experiences for students, faculty and staff. Assist in the development and execution of new Department of Public Safety initiatives. Minimize demands on the Director's time by taking responsibility for correspondence, phone calls and various issues, allowing the Director to focus on broader and more critical issues.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Manage a support staff which includes clerical staff, undergraduate and graduate student interns.

Facilitate effective communication among the departmental programs and administrative staff to eliminate redundancy and to ensure cohesiveness.

Coordinate and participate in administrative staff and faculty meetings.

Coordinate the scheduling of the Department of Public Safety meetings, lectures, conferences and other special events and provide support to the faculty participating in these events.

Under the supervision of the Public Safety Director, manage logistics for all Public Safety events at all URI campuses. Assist the department leadership in determining the future direction of Department of Public Safety events.

Work closely with department leadership on all matters relating to all public safety departmental issues.

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Work closely with **the** Director, Assistant Director and other key staff to create and implement departmental policies and procedures.

Work closely with **the** Director, Assistant Director and other key staff to ensure that all communication is in line with Department of Public Safety and University policies.

Manage and edit Department of Public Safety informational materials, as needed.

Provide high level administrative support to the Director. Coordinate busy and shifting calendars to include scheduling and coordinating meetings on campus and off site. Coordinate and facilitate Director's travel schedule.

Coordinate the training, scheduling and workloads of student workers.

Work closely with the URI Police Accreditation Officer to assist and implement the accreditation process for the department.

Provide administrative support to the department's Emergency Operations Center during incident response.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties relevant to the Department of Public Safety, as assigned by the Director.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, fax machines, scanners and word processing.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum of five years of progressively responsible administrative experience; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organizational ability; Demonstrated supervisory experience; Demonstrated ability to interpret institution policies, plans, objectives, rules and regulations and communicate that interpretation to others; Demonstrated experience in preparing and presenting reports; Demonstrated experience with technical writing and editing; Demonstrated ability to work as part of a team; and, Demonstrated ability to work with diverse groups/populations.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**