

**Wright State University**  
**CLASSIFIED JOB SPECIFICATION**  
**Dept Communication Ctr Supervisor**

**I. JOB INFORMATION**

**Job Title: Dept Communication Ctr Supervisor (CS 05)**

**Job Class: 11217 FLSA Status: Non-Exempt**

**II. JOB SUMMARY**

Under administrative direction supervises the University Police Communications Center. Distributes work to the staff and assumes responsibility for special projects.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Supervises, plans organizes, and directs the work activities of the Communication Center employees.
- Supervises the operation of/operates the Ohio LEADS computer system and ensures departmental compliance with LEADS rules and regulations.
- Assesses and recommends service/repair of the radio system, alarm system, digital recording systems and other communication systems equipment as needed.
- Interviews and recommends selection of center employees. Coordinates and conducts training, assigns and creates work schedules, approves requests for all leaves, reviews and approves payroll submissions.
- Conducts annual performance evaluations. Recommends informal/formal disciplinary action when appropriate.
- Assists in the maintenance of ARMS and other records management systems.
- Coordinates and/or delegates the coordination of the Lost and Found Program ensuring strict documentation of and accountability for property. Schedules disposal of unclaimed items.
- Participates in departmental level decision making. Assist in planning, monitoring and execution of major organizational wide initiatives.
- Assist in identifying service/operational improvements, efficiencies in work processes and staffing levels for the center.

*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

A high school diploma or GED and four years of (FT) related work experience OR, two years of post-secondary education and two years of (FT) related work experience OR, a bachelor's degree

in a related field and one year of (FT) related work experience. Previous supervisory experience required. Strong interpersonal, communication and organizational skills. Experience in writing, editing, and budget management. Ability to calculate basic math. Thorough knowledge and skills to utilize current office equipment and a variety of complex software packages.

**V. WORKING CONDITIONS**

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

None

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

**VIII. JOB SERIES**

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*