



OFFICE OF HUMAN CAPITAL

POSITION DESCRIPTION

JOB TITLE: School Safety Program Manager Job Class: 2102	
DATE 070115	Office of School Administration Division of School Safety
Pay Range:	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
	Management Approval:
POSITION SUMMARY and PURPOSE: Assists and provides technical support in the following areas: 1) Budget preparation, 2) Requests For Proposals & contract development and negotiations, 3) statistical/data review and analysis, 4) developing dashboards & accountability measures, all related to school safety operations.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Assists, coordinates and plans various parts of the safety division budget in regards to large expenditures associated with purchases, services and contracts.
2. Assists, coordinates and plans Request For Proposals (RFP) related to safety division purchases and contracts.
3. Reviews and analyses statistical data associated to the safety division and district.
4. Develops dashboard and accountability measures associated to safety, safety division and the district.
5. Analyzes work related injuries to identify trends and makes recommendations to abate chronic patterns.
6. Develops and maintains safety and risk management information systems.
7. Works collaboratively with division resources to offer effective and efficient responses to division and district needs in the area of safety.

8. Performs other duties as assigned.
9. Actively supports the MPS Strategic Plan.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Supervision provided by the Director, Division of School Safety

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

A bachelor's degree in business, safety, insurance or a related field is required. Additional safety coursework is desired.

Experience Requirements

Five or more years of experience in the safety and/or risk management field in a large institution, preferably public sector. Experience as a trainer and/or field safety specialist is very desirable.

Knowledge, Skills, and Abilities

Ability to organize plans, coordinate, control and follow through with risk management and safety programs and procedures. Technology literacy and experience working with databases and spreadsheets as well as knowledge of research methods, practices and related skills are also required. The appropriate temperament to work with professional and technical personnel. Ability to proactively analyze, interpret and administer complex regulations and laws. Need for a creative, flexible thinker who is a quick study and responds well under pressure. An effective communicator who can easily and clearly explain complex safety and regulatory issues to varied audiences. Must be able to work with a diverse population.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. Occasional travel to school locations throughout Milwaukee.
Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.