2010-2011 Student Government
Executive Branch Available Positions
SAFE Team

**Director of SAFE Team (D1)**

*Position summary*

Ensuring the productivity and effectiveness of SAFE Team. Making sure SAFE Team is in line with it’s mission statement, communicating with S.G., and ensuring that SAFE Team works as a Team.

*Job Duties*

Coordinate meetings with the Assistant Directors, Dispatchers, and Drivers.

1:2.a. Shall be responsible for creating an event calendar that shall be posted in plain view in the SAFE Team office. The calendar shall include the following events.
   1:2.a.1. All meetings regarding the SAFE Team, Drivers, Dispatchers, and Directors.
   1:2.a.3. Campus events pertinent to the mission of SAFE Team.
   1:2.a.4. Days in which SAFE Team is not in operation, i.e.(USF Holidays.)
1:2.b. Meet with the Assistant Directors at least every three days.
   1:2.b.1. Meetings should focus on meeting the objectives of the Service, any problems with staffing and day to day operations, etc.
   1:2.c. Meet with the Dispatchers monthly.
   1:2.c.1. Meetings shall focus on issues with the Service, such as improvements in efficiency and coverage.
   1:2.d. Hold a general staff meeting once a month.
   1:2.d.1. Staff meeting shall include discussion of ways to promote and better the Service for students.

1:3. Ensure that the Student Government S.A.F.E. Team is properly staffed.

1:4. Maintain a ledger to record all finances of the Student Government S.A.F.E. Team.
   1:4.a. Refer to the Accounting section for specifics on upkeep of the lever.

1:5. Propose, submit, and prepare a yearly operating budget in conjunction with the Assistant Directors, and A&S budget request in accordance with the current rules of procedure as defined by the Student Government Statute and the Student Government Appropriations Committee.
   1:5.a. Payroll
      1:5.a.1. Payroll shall be calculated by the Average Payroll Usage spreadsheet kept by the Director of Student Government Administrative Services.
      1:5.a.2. A minimum of 50 employees should be considered when calculating payroll costs.
      1:5.a.3. Campus holidays and Service downtimes should be considered when calculating payroll costs.

---

This information is not designed to be a complete inventory of the job’s duties, responsibilities, and qualifications. Rather, it’s designed to give the general nature and level of work to be performed by employees assigned to this job title.
1:5.b. Operating Expenses
   1:5.b.1. Operating Expenses (OE) shall include but are not limited to the following items.
   1:5.b.1.i. Fuel
   1:5.b.1.ii. Vehicle repair
   1:5.b.1.iii. Employee appreciation items.
   1:5.b.1.iv. Office supplies.
   1:5.b.1.v. Cleaning supplies.
   1:5.b.1.vi. Foul weather gear.
   1:5.b.1.vii. Promotional, advertising, and vehicle insignia.

1:5.c. Other Capital Outlay (OCO)
   1:5.c.1. Carts
   1:5.c.2. Radio equipment

Qualifications
A high understanding of leadership, a fair consciousness, the daily operations of SAFE Team, and the ability to perform efficiently in any position in SAFE Team

Assistant Director (D2)

Position summary
Assistant Director in charge of helping D1(director) with all employee relations

Job Duties
Creating schedules
Addressing employee concerns
Making sure employees are holding to their job responsibilities
Helping D1 with other responsibilities

Qualifications
Being able to communicate well, leadership, and good work ethics

Assistant Director (D3)

Position summary
Maintaining all SAFE Team equipment, including but not limited to golf carts, radios, and computers

Job Duties
Maintaining all SAFE Team equipment, including but not limited to golf carts, radios, and computers
Helping D1 with other responsibilities

Qualifications
knowledge of mechanics, electronics, and general equipment
leadership