
Auburn University Job Description

Job Title:	Dir, Public Safety	Job Family:	No Family
Job Code:	EA41*	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Oversees all aspects of law enforcement and public safety for the University and serves as the primary contact with all municipal, state, and federal law enforcement agencies.

Essential Functions

1. Serves as the authorized law enforcement officer on campus, oversees law enforcement and public safety activities, and monitors daily staffing levels and response time.
2. Oversees law enforcement and public safety liability issues, searches organizations and the environment to reduce liability and keeps risk management apprised of potential liabilities, and makes recommendations and requests for security regarding event management staffing.
3. Reviews and distributes incident reports pertaining to investigations and disturbances on University campus and properties; informs key campus officers of incidents, disturbances, and investigations involving campus community; and gathers internal and external information concerning law enforcement and public safety
4. Serves as University Public Safety liaison with students, faculty, staff, and the public; serves on campus and student committees as requested to provide public safety advice to student and campus groups.
5. Supervises temporary and contract security officers on University property, as necessary.
6. Directs preparation, production, and distribution of law enforcement statistics to the administration, state, and federal agencies responsible for AU compliance with the Clery Act.
7. Posts Department of Education statistics and assists state and federal agencies with information requests.
8. Provides personal security for select University administrators, visiting dignitaries, and athletic coaches on official business, on or off campus.
9. Receives and distributes law enforcement information to campus constituents.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Criminal Justice, Criminal Justice Administration or related field
Experience (yrs.)	8	Experience in direction/management of public safety administration

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of police management procedures, investigative techniques, criminal justice codes of Alabama, criminals laws and motor vehicle laws.

Certification or Licensure Requirements

Must meet the requirements outlined as a Certified Alabama Peace Officer. Hand gun permit.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, talking, hearing, and lifting up to 25 pounds.

Job occasionally requires sitting, reaching, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 1/3/2012
