Auburn University Job Description

Job Title: Exec Dir, Security & Pub Safety
Job Code: EA63
FLSA status: Exempt

Job Summary
Directs 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. Responsible for the protection and security of all Auburn University students, faculty, staff, and visitors, as well as the security of all Auburn University buildings, facilities, and other property.
2. Manage, administer, plan, organize, and direct a comprehensive campus security/emergency program.
3. Oversee investigations of alleged violation of criminal/civil law and/or infractions of University policies which affect the security of the University and of personal property.
4. Develop and provide oversight to a campus wide access control security review policy and mandatory key control program to include audits of access control systems features and reports.
5. Develop, manage, and supervise a professional security officer program to augment and enhance the campus security efforts of the current outsourced campus police program.
6. Investigate and report issues concerning discipline related to allegations of crime and violations of law and of University policy.
7. Develop security policies and procedures within the department and other departments and ensure that they are understood and carried out by all security personnel.
8. Coordinate campus crime prevention education, including safety and security orientation for new students, and distribution of awareness materials.
9. Administers outside contracts regarding policing services which are current being provided.
10. Serves as a liaison to other university and college security departments and as a primary contact to outside law enforcement agencies.

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

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<th>Education</th>
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<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Four-year college degree</td>
<td>Degree in Criminal Justice, Criminal Justice Administration or related field</td>
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| 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, criminal 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, .

Vision requirements: Ability to see information in print and/or electronically.

Date: 12/15/2011