Auburn University Job Description

Job Title: Exec Dir, Campus Safety
Job Code: EA63
FLSA status: Exempt

Essential Functions

1. Directs the Department of Campus Safety and Security which includes Campus Safety Compliance, Emergency Management programs, and Security Services to provide a safe and secure academic and working environment. Responsible for managing the department's financial and human resources.

2. Serves as the lead representative or university incident commander for large scale emergencies or disasters that threaten normal operations of the university. Responsible for ensuring emergency response teams are in place and functioning and serves as the conduit between the teams and university administration. Makes recommendations to senior administration that affect the university's level of operations and continuity of operations.

3. Provides guidance to university staff regarding campus safety to include emergency preparedness, security services, surveillance camera program, compliance and risk assessment as they apply to university initiatives, projects, and programs.

4. Manages the development and implementation of short-and long-term strategic safety and security plans for assigned units related to campus safety to include university property and facilities beyond main campus.

5. Oversees and administers university contracts for police services, fire protection, contract security, and related services. Ensures compliance with contract terms and performance expectations are met and achieved.

6. Oversees campus crime prevention education, including safety and security orientation for new students, and distribution of awareness materials.

7. Contributes to Campus Safety and Security programs, goals, and objectives related to economy, quality, customer satisfaction, and/or image through teamwork, cooperation, suggestions, and personal productivity and conduct.

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.
### Auburn University Job Description

#### Minimum Required Education and Experience

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Degree</td>
<td>Four-year college degree</td>
<td>Degree in Criminal Justice, Criminal Justice Administration, Emergency Management or relevant field</td>
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<table>
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<tr>
<th>Experience (yrs.)</th>
<th>Minimum</th>
<th>Focus of Experience</th>
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<tbody>
<tr>
<td>10</td>
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<td>Minimum of 10 years’ experience required in the management of police/security with appropriate training and experience gained in a civilian and/or military law enforcement. Minimum of 3 of those years’ experience as a safety and security professional on a college campus or similar environment with a demonstrated ability to communicate with students required. Must have at least 2 years’ managing full-time employees.</td>
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**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 state and federal law, security and emergency management operations, Clery and Title IX requirements, emergency preparedness, and other public safety procedures. Demonstrated skills in physical and community security issues (i.e. lighting, locking systems, patrolling, security systems, emergency response,) required.

#### Certification or Licensure Requirements

Valid Driver's License; Current or previous experience as a certified law enforcement officer. Preferred: CEM (Certified Emergency Manager) or AAEM (Master Level Emergency Manager).

#### 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.