
Auburn University Job Description

Job Title:	Exec Dir, Campus Safety & Security	Job Family:	No Family
Job Code:	EA63	Grade 40:	\$104,500 - \$174,200
FLSA status:	Exempt		

Job Summary

Reporting to the University's Executive Vice President, the Executive Director of Campus Safety & Security is responsible for planning, organizing, and directing the university's campus-wide safety and security function, including oversight and coordination of emergency management, police, fire, and emergency medical services.

Essential Functions

1. Directs development, review, and implementation of campus and personal safety planning, policies, platforms, trainings, and prevention and response strategies designed to support university academic processes and university events.
2. Oversees comprehensive critical incident and emergency management plan development and implementation, including service as primary advisor to university's executive leadership during potential or actual critical incidents.
3. Oversees university-wide systems and efforts designed to facilitate compliance with state and federal laws related to campus safety, including, but not limited to, compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") and Title IX of the Education Amendments of 1972 ("Title IX").
4. Oversees administration of the contract between Auburn University and the City of Auburn for delivery of city police services on campus, and supervises related on-campus physical and technological infrastructure, including the city police substation located on campus.
5. Supervises Campus Safety & Security department staff, including emergency management professionals, dignitary/executive protection officers, security camera monitors, transportation drivers, Clery compliance professionals, and office staff.
6. Analyzes intelligence concerning campus safety, provides timely reports to university officials regarding potential and actual safety and security concerns, and proposes proactive and responsive measures to address such concerns.
7. Serves as primary university liaison to local, state, and federal law enforcement and emergency response agencies, including City of Auburn Police Division, Alabama Law Enforcement Agency, Federal Bureau of Investigation, Drug Enforcement Administration, Alcohol Tobacco and Firearms, etc. in matters related to university property, staff, and events.
8. Partners with staff, faculty, student groups, and university departments to develop and implement safety and security services and programming designed to enhance and promote personal and campus-wide safety, and to respond to incidents affecting the university community.
9. Oversees review and implementation of campus-wide access control security, and auditing of access controls systems, features, and related reporting.
10. Coordinates preparation of operational reports and analyses setting forth adverse trends affecting campus safety, provides related recommendations, and assesses progress in addressing such trends.

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11. Analyzes and prepares reports concerning budget estimates, controls expenditures of departmental appropriations, and establishes operational and fiscal standards for the department.
12. Oversees the department's efforts to reach diverse population and to encourage all community members to utilize the department's services.
13. Plans and directs various personnel functions, including, but not limited to, hiring, salary recommendations, promotions, transfers, and vacation schedules. Ensures proper distribution of assignments and adequate staffing, space, and facilities necessary for effective performance of duties. Maintains professional discipline within the department and adherence to appropriate policies and procedures necessary for the effective delivery of public safety services.
14. Attends conferences, trainings, meetings, and networking events to remain current on trends in the field and to foster contacts necessary to develop a robust intelligence and mutual assistance network.
15. Responds to media inquiries in coordination with the Office of Communications & Marketing.

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.

Minimum Required Education and Experience

	Minimum	Focus of Education/Experience
Education	Four-year college degree	Degree in public safety administration, public health, public administration, criminal justice, emergency management, or related field. Master's Degree preferred.
Experience (yrs.)	10	Minimum 10 years' experience in law enforcement, fire, emergency medical services, emergency planning, or town/city management, at least 5 of which at the command or supervisory level.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

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Minimum Required Knowledge:

Demonstrated knowledge of:

- I. Incident command and emergency preparedness, preferably with demonstrable experience managing critical incidents/large scale actual or threatened emergencies.
- II. Integrated video surveillance and automated dispatch systems, and understanding of internal security and dignity/executive protection strategies. Experience with oversight of private security and transportation contracts, non-sworn security operations, and large-scale event security strongly preferred.
- III. Structure, functions, and interrelationships of local, state, and federal governments and emergency response agencies (e.g. local and state police, federal law enforcement, fire and emergency medical services, FEMA, AEMA, homeland or domestic security, etc.).
- IV. Working knowledge of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, working knowledge of Title IX of the Education Amendments Act of 1972, understanding of mandates and general structures of United States Department of Education, and Alabama Commission on Higher Education, working knowledge of Alabama criminal code, and understanding of general municipal/state level criminal prosecution process.
- V. Familiarity with fire and life safety systems and safety strategies related to same.
- VI. Demonstrated ability to operate effectively, deploy sound judgment, lead with confidence, effectively communicate with groups having diverse interests during highly stressful or emergency circumstances, and to manage situations in a courteous, impartial, and patient, but appropriately authoritative manner.
- VII. Demonstrated success developing and implementing standard operating procedures, and in steering policy initiatives resulting in enhancement of community safety.
- VIII. Computer proficiency and thorough knowledge of MS Office (Word, Excel, Power Point, etc.) or comparable platform.
- IX. Experience with budget analysis, requests, and management.
- X. Excellent communication (verbal and written) and supervisory skills.
- XI. Ability to understand and assimilate to a diverse higher education population and environment.
- XII. Demonstrated ability to foster effective internal and external working relationships with individuals and organizations reflecting a broad range of identities, perspectives, and experiences.

Certification or Licensure Requirements

Graduate of an advanced program in delivery of emergency management law enforcement services, or public administration (e.g. FEMA National Emergency Management Academy or Advanced Professional Series course, FBI National Academy, Kennedy School executive education program, etc.)

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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: 1/24/18
