
Auburn University Job Description

Job Title:	Assoc Dir, Public Safety	Job Family:	No Family
Job Code:	EA66	Grade 37:	\$67,300 - \$112,100
FLSA status:	Exempt		

Job Summary

Responsible for assisting in the overall direction of law enforcement and public safety for the University and is responsible for enforcing duties involving general and criminal regulations and institutional rules and regulations in order to provide for the protection, safety, and welfare of students, employees and property within the area under the control and jurisdiction of Auburn University.

Essential Functions

1. Provides assistance in the direction and coordination of Auburn University Public Safety and Security involved in the protection of persons and property on Auburn University.
2. Supervises the security unit to include providing direction and oversight for Security Services, Security Monitors, and Campus Security Shuttles.
3. Works in conjunction with the campus transportation manager to ensure maximum effectiveness and utilization of the night shuttle system.
4. Coordinates campus crime prevention education programs, including safety and security orientation for new students and serves as spokesperson for Camp War Eagle, IFC and
5. Implements and manages the campus closed circuit television program and supervises the retention and destruction of recorded media consistent with rules governing safety, security and evidentiary requirements.
6. Manages the planning and law enforcement coverage of special events conducted on university property.
7. Serves as the liaison to Event Management for athletic events.
8. Prepares operational reports and analyses showing progress, adverse trends, and recommends appropriate actions.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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.)	7	Experience in investigative procedures and coordination of security for large events

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

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 hold a current certification as a Peace Officer (certification in the State of Alabama required prior to the end of probationary employment period).

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, sitting, talking, hearing, handling objects with hands.

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

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

Date: 12/15/2011
