
Auburn University Job Description

Job Title: **Assoc Dir, Campus Security**

Job Family: No Family

Job Code: **EA66**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

Job Summary

Responsible for assisting in the overall direction of campus safety and security for the University and is responsible for coordinating the surveillance camera system, campus security services, third party contracts, and supervising university services.

Essential Functions

1. Directs the development, management and implementation of policies, procedures, and programs related to campus security and the protection of persons and property on Auburn University.
2. Supervises Campus Safety Officers, Security Supervisors, security staff and student workers by assigning and receiving work, giving instruction and feedback, and counseling matters regarding Auburn University polices, rules, regulations.
3. Works in conjunction with the campus transportation manager to ensure maximum effectiveness and utilization of the night shuttle system.
4. Assists in instruction of Campus Safety and Security programs to promote goals and objects of unit across campus.
5. 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. Prepares operational reports and analyses showing progress, adverse trends, and recommends appropriate actions.
7. Assists with response to emergencies as directed to support University Emergency Management.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	No Specific Discipline.
Experience (yrs.)	7	Experience in public safety, law enforcement, criminal justice, or security operations. Two year's experience supervising or managing employees.

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 federal, state, and local campus safety-related regulations, to include the Clery Act, Drug Free Schools & Communities Act; Department of Homeland Security Chemical Facility Anti-Terrorism Standards; emergency management standards in International Building Code and National Fire Protection Association Standards; state criminal code; and local weapons, liquor, and drug ordinances; security operations and best practices.

Certification or Licensure Requirements

Valid Driver's License

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: 10/11/2017
