
Auburn University Job Description

Job Title: **Assoc Dir, Pub Sfty Info & Edu**

Job Family: No Family

Job Code: **EE12**

Grade 37: \$67,300 - \$112,100

FLSA status: Exempt

Job Summary

Directs outreach and education programs related to emergency management, public safety, and security for the Auburn University community.

Essential Functions

1. Directs the development, management, and implementation of policies and procedures related to emergency management and public safety.
2. Coordinates program implementation and management with department and unit managers to ensure financial and operational effectiveness.
3. Coordinates accident and incident resolution through investigations, recommendations of corrective/preventative measures, and the development/implementation of programs needed to lessen or eliminate the probability of a reoccurrence.
4. Oversees programs designed to monitor, inspect, and ensure compliance with corrective or preventative actions taken to lessen or remove exposure to potentially hazardous environments or situations.
5. Advises others on issues related to emergency management and public safety relevant to their operations such as providing recommendations to planning and design committees and reviewing plans for construction and renovations projects.
6. Directs development and implementation of training programs related to emergency management and public safety.
7. Oversees departmental public relations initiatives including website development and maintenance, publication development, and coordination of awareness campaigns.

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	Degree in Engineering, Emergency Management, Health and Safety, or related field
Experience (yrs.)	8	Experience in emergency management and public safety with regulatory compliance enforcement and business management including budgeting and personnel management

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 safety regulations and industry standards related to emergency management.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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; travel or irregular hours often anticipated; 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 talking, hearing,

Job occasionally requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

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

Date: 6/4/2008
