
Auburn University Job Description

Job Title:	Dir, Campus Safety & Compliance	Job Family:	No Family
Job Code:	EE12	Grade 38:	\$78,900 - \$131,600
FLSA status:	Exempt		

Job Summary

Directs compliance activities to meet requirements of campus safety-related regulations, to include the Clery Act, Drug Free Schools & Communities Act, Department of Homeland Security Chemical Facility Anti-Terrorism Standards, and emergency management standards in the International Building Code and National Fire Protection Association Standards. Fosters strong working relationships with departments/units to ensure operational effectiveness of compliance programs.

Essential Functions

1. Directs development, management, and implementation of policies, procedures, and programs related to campus safety regulatory compliance. Coordinates involvement and communication with departments and unit managers across campus to clearly define shared compliance responsibilities and ensure operational effectiveness of policies and programs developed. Coordinates on daily basis with outside public safety and security agencies, to include Auburn Police, Auburn Fire, and contracted security to ensure effective communication and proper reporting and classifying of crimes.
 2. Ensures required information is accurately submitted to regulatory agencies to include annual crime and fire statistics reporting to the U.S. Department of Education. Ensures all disclosures to the campus community and the public are accurately reported; maintains detailed documentation to demonstrate compliance with disclosure requirements.
 3. Oversees maintenance of compliance administrative files for documentation of campus safety-related regulatory requirements to include crime reports and classification.
 4. Supervises Clery Compliance Specialists, support staff and student workers by assigning and reviewing work, providing feedback, and counseling in matters regarding policy and other matters regarding employees.
 5. Directs development and implementation of training programs to meet campus safety regulatory requirements, to include crime prevention, campus safety, and emergency management. Provides input on campus safety training and outreach programs across campus to ensure compliance with associated regulatory requirements.
 6. Acts as chair of Lee County Sexual Assault Response Team (SART). Coordinates regular team meetings. Collaborates with internal and external partners. Recommends policies, procedures, and protocols to provide consistent, trauma-informed care to survivors of sexual assault and related crime. Ensures SART is compliant with requirements of the Violence Against Women Act and related regulations.
 7. Assists Executive Director and Associate Director, Emergency Management, with coordination of university response regarding emergencies and disasters. Serves regularly in an on-call status to respond to emergencies and urgent situations on behalf of the department. Coordinates support for local first-responders and works with Crisis Management Team to manage university operations during emergency response and recovery. Ensures adequate corrective/preventive actions are implemented in a timely manner.
 8. 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.
 9. Assists with day-to-day operations of department. Runs operations of department in absence of the
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Executive Director.

10. May perform other job-related duties as assigned.

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. Experience in development and implementation of compliance programs. Must have at least 2 years experience managing full-time 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 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; 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: 9/27/2017
