
Auburn University Job Description

Job Title:	Spec, Training & Exercises	Job Family:	No Family
Job Code:	EE20	Grade 32:	\$35,000 - \$58,400
FLSA status:	Exempt		

Job Summary

Responsible for the coordination, development, implementation, maintenance, and promotion of all public safety, emergency management training courses, and emergency management drills and exercises taught or hosted by the Auburn University Department of Public Safety, and Security.

Essential Functions

1. Coordinates training logistics tasks, including scheduling, advertising, and instructing public safety courses when qualified to do so. Maintains documentation about instructor qualifications and schedules qualified instructors to teach scheduled courses to appropriate audiences.
2. Organizes emergency management exercises, including scheduling all planning meetings, documenting all steps and processes and ensures the completion of an after actions or corrective actions report for all emergency exercises.
3. Assists with public safety/emergency management response and recovery issues to include weather incidents and other emergencies or disasters on campus, including staffing campus emergency shelters and the emergency operations center during large scale incidents and events.
4. Instructs training courses qualified to teach, assesses additional training needs of the campus community and develops or coordinates development of training programs to meet needs.
5. Maintains documentation about instructor qualifications and schedules qualified instructors to teach scheduled courses to appropriate audiences.
6. Works closely with AU's Human Resource Development and other departments on and off campus to ensure all employees and students have the option to take public safety/emergency management courses offered.
7. Work closely with Student Affairs, Student Government Association, Risk Management & Safety, Facilities Management, Lee County Emergency Management Agency, and other agencies and university departments to ensure all training and exercise needs are met in a timely and effective manner.
8. Assists and coordinates outreach activities for the AU Department of Public Safety & Security, interacting with the campus and City of Auburn community through displays, presentations, and other public activities.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Public Safety, Criminal Justice, Emergency Medical Services or related field
Experience (yrs.)	4	Experience in instructing training courses or coordinating emergency exercises

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of standards and guidelines necessary to preform approved criteria for emergency exercises

Certification or Licensure Requirements

None Required.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, and lifting up to 25 pounds.

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

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

Date: 4/22/2016
