Auburn University Job Description

Job Title: Supv, Security Services
Job Code: NB24
FLSA status: Non-exempt

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FLSA status: Non-exempt

Job Family: No Family
Grade 32: $35,000 - $58,400

Job Summary
Provides on-site supervision with specific security services projects, assigns work and assists local emergency personnel.

Essential Functions

1. Oversees work orders that relate to faulty locks and lights on university campus.
2. Assists local emergency agencies in locating facilities and needed information required in resolving campus emergencies.
3. Composes/types documents and reports for department and forwards to appropriate personnel.
4. Communicates with others to keep them aware of activities within the department and to answer questions.

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

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td></td>
<td>High School</td>
<td>High School Diploma or equivalent</td>
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| Experience (yrs.) | 3 | Experience in security enforcement |

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 security services and operations. Developed supervisory skills.

Certification or Licensure Requirements
Valid Driver's License

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.

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 walking, reaching, talking, hearing, handling objects with hands,.

Job occasionally requires standing, sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 1/5/2012