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## Auburn University Job Description

Job Title:	<b>Supv, Security Services</b>	Job Family:	No Family
Job Code:	<b>NB24</b>	Grade 32:	\$35,000 - \$58,400
FLSA status:	Non-exempt		

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### Job Summary

Provides on-site supervision with specific security services projects, assigns work, and assists local emergency personnel. Responsible for the supervision of security personnel, including Auburn University employees and contracted security representatives, to ensure adequate security coverage across campus and effective operation of night security shuttles.

### Essential Functions

1. Schedules and coordinates work and responsibilities of security personnel by reviewing tasks, assigning duties and routes, and ensuring timely work completion.
2. Supervises security representatives in the physical security of buildings and University property as well as the monitoring of University surveillance systems and alarms.
3. Supervises security representatives in the safe and effective operation of the night security shuttles and ensures the safe operation and maintenance of assigned vehicles.
4. Supervises dispatchers and dispatch procedures to ensure proper units are dispatched in a timely and effective manner.
5. Assists local emergency agencies in locating facilities and needed information required in resolving campus emergencies.
6. Composes and types documents and reports for department and forward to appropriate personnel.
7. 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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Some college; vocational or Associate's Degree	Criminal Justice, Security, Business Management, or related field.
<b>Experience (yrs.)</b>	4	Experience in security enforcement or services, law enforcement, military service, or other related field.

#### Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

#### 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

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

Job occasionally requires and lifting up to 50 pounds.

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

Date: 2/17/2020

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