Auburn University Job Description

Job Title: Asst Supv, Security Services
Job Code: NB78
FLSA status: Non-exempt

Job Summary
Assists in the on-site supervision of security coverage ensuring adequate design, implementation, and allocation for University rooms, buildings, and property, as well as ensuring security shuttles are operated according to standard rules and procedures.

Essential Functions

1. Assists the supervisor with coordinating work and responsibilities of security personnel by reviewing tasks and assigning routes.
2. Assists local emergency agencies in locating facilities and providing needed information required in resolving campus emergencies.
3. Maintains records for documentation of work activities and supplies to account for time and equipment.
4. Periodically inspects campus buildings, parking lots, and walkways for security issues.
5. May serve as dispatcher, route inspector, or shuttle van driver.

Supervisory Responsibility
May supervise employees but supervision is not the main focus of the job.

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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<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.) | 2 | 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.

Certification or Licensure Requirements
Valid Driver's License

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.

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 walking, and lifting up to 10 pounds.

Job occasionally requires standing, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 1/11/2012