
Auburn University Job Description

Job Title: **Asst Supv, Security Services**

Job Family: No Family

Job Code: **NB78**

Grade 30: \$28,000 - \$46,700

FLSA status: Non-exempt

Job Summary

Assists in the on-site supervision of security personnel to ensure adequate security coverage across campus and effective operation of night security shuttles.

Essential Functions

1. Assists the supervisor with scheduling and coordinating work and responsibilities of security personnel by reviewing tasks, assigning duties and routes, and ensuring timely work completion.
2. Assists in the supervision of security representatives in the physical security of buildings and University property as well as the monitoring of University surveillance systems and alarms.
3. Assists in the supervision of security representatives in the safe and effective operation of the night security shuttles and ensures the safe operation and maintenance of assigned vehicles.
4. Assists in the supervision of 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 providing needed information required in resolving campus emergencies.
6. Periodically inspects campus buildings, parking lots, and walkways for security issues.
7. 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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	2	Experience in security enforcement or services, law enforcement, military service, or other related field.

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.

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, 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: 5/21/2018
