



JOB INFORMATION

Job Code	EE44
Job Description Title	Dir, Threat Assessment
Pay Grade	CP14
Range Minimum	\$88,840
33rd %	\$112,530
Range Midpoint	\$124,370
67th %	\$136,220
Range Maximum	\$159,910
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/27/2017

JOB FAMILY AND FUNCTION

Job Family:	Campus Services
Job Function:	Campus Safety

JOB SUMMARY

Directs compliance activities to meet requirements of campus safety-related regulations, to include the Clery Act, Drug Free Schools & Communities Act, Department of Homeland Security Chemical Facility Anti-Terrorism Standards, and emergency management standards in the International Building Code and National Fire Protection Association Standards. Fosters strong working relationships with departments/units to ensure operational effectiveness of compliance programs.

RESPONSIBILITIES

- Directs development, management, and implementation of policies, procedures, and programs related to campus safety regulatory compliance. Coordinates involvement and communication with departments and unit managers across campus to clearly define shared compliance responsibilities and ensure operational effectiveness of policies and programs developed. Coordinates on daily basis with outside public safety and security agencies, to include Auburn Police, Auburn Fire, and contracted security to ensure effective communication and proper reporting and classifying of crimes.
- Ensures required information is accurately submitted to regulatory agencies to include annual crime and fire statistics reporting to the U.S. Department of Education. Ensures all disclosures to the campus community and the public are accurately reported; maintains detailed documentation to demonstrate compliance with disclosure requirements.
- Oversees maintenance of compliance administrative files for documentation of campus safety-related regulatory requirements to include crime reports and classification.
- Supervises Clery Compliance Specialists, support staff and student workers by assigning and reviewing work, providing feedback, and counseling in matters regarding policy and other matters regarding employees.
- Directs development and implementation of training programs to meet campus safety regulatory requirements, to include crime prevention, campus safety, and emergency management. Provides input on campus safety training and outreach programs across campus to ensure compliance with associated regulatory requirements.
- Acts as chair of Lee County Sexual Assault Response Team (SART). Coordinates regular team meetings. Collaborates with internal and external partners. Recommends policies, procedures, and protocols to provide consistent, trauma-informed care to survivors of sexual assault and related crime. Ensures SART is compliant with requirements of the Violence Against Women Act and related regulations.
- Assists Executive Director and Associate Director, Emergency Management, with coordination of university response regarding emergencies and disasters. Serves regularly in an on-call status to respond to emergencies and urgent situations on behalf of the department. Coordinates support for local first-responders and works with Crisis Management Team to manage university operations during emergency response and recovery. Ensures adequate corrective/preventive actions are implemented in a timely manner.

RESPONSIBILITIES

- Contributes to Campus Safety and Security programs, goals, and objectives related to economy, quality, customer satisfaction, and/or image through teamwork, cooperation, suggestions, and personal productivity and conduct.
- Assists with day-to-day operations of department. Runs operations of department in absence of the Executive Director.
- May perform other job-related duties as assigned.

SUPERVISORY RESPONSIBILITIES

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.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Engineering, Emergency Management, Health and Safety, or related field	And	8 years of	Experience in emergency management and public safety with regulatory compliance enforcement and business management including budgeting and personnel management. Experience in development and implementation of compliance programs. Must have at least 2 years experience managing full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of federal, state, and local safety regulations and industry standards related to emergency management.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting			X			
Lifting	X					

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.