AUBURN
Human Resources

Assoc Dir, Campus Security

Job Description

JOB INFORMATION

Job Code	EA66
Job Description Title	Assoc Dir, Campus Security
Pay Grade	CP13
Range Minimum	$79,560
33rd %	$100,780
Range Midpoint	$111,380
67th %	$121,990
Range Maximum	$143,210
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Campus Services
Job Function:	Campus Safety

JOB SUMMARY

Responsible for assisting in the overall direction of campus safety and security for the University and is responsible for coordinating the surveillance camera system, campus security services, third party contracts, and supervising university services.

RESPONSIBILITIES

- Directs the development, management and implementation of policies, procedures, and programs related to campus security and the protection of persons and property on Auburn University.
- Supervises Campus Safety Officers, Security Supervisors, security staff and student workers by assigning and receiving work, giving instruction and feedback, and counseling matters regarding Auburn University polices, rules, regulations.
- Works in conjunction with the campus transportation manager to ensure maximum effectiveness and utilization of the night shuttle system.
- Assists in instruction of Campus Safety and Security programs to promote goals and objects of unit across campus.
- Manages the campus closed circuit television program and supervises the retention and destruction of recorded media consistent with rules governing safety, security and evidentiary requirements.
- Prepares operational reports and analyses showing progress, adverse trends, and recommends appropriate actions.
- Assists with response to emergencies as directed to support University Emergency Management.
- Responds to 24/7 on-call requests.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

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.

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 to 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	No Specific Discipline.	and	7 years of	Experience in public safety, law enforcement, criminal justice, or security operations. Two year's experience supervising or managing employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of federal, state, and local campus safety-related regulations, to include the Clery Act, Drug Free Schools & Communities Act;	
Department of Homeland Security Chemical Facility Anti-Terrorism Standards;	
emergency management standards in International Building Code and National Fire Protection Association Standards;	
state criminal code;	
and local weapons, liquor, and drug ordinances;	
security operations and best practices.	
Demonstrated knowledge and skills with Executive Protection procedures.	
Working knowledge of Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and Title IX Amendments Act of 1972.	
General knowledge of mandates and structures of the U.S. Dept. of Education.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Valid Driver's License.	Upon Hire	Required	And
	Alabama Peace Officers' Standards and Training (APOST) certificate, or ability to achieve a lateral transfer from APOST, is desired.	Upon Hire	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					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.