AUBURN
Human Resources

Dir, Intelligence & Compliance

Job Description

JOB INFORMATION

Job Code	EE12
Job Description Title	Dir, Intelligence & Compliance
Pay Grade	CP14
Range Minimum	$91,490
33rd %	$115,890
Range Midpoint	$128,090
67th %	$140,290
Range Maximum	$164,690
Exemption Status	Exempt
Organizational use restricted to the following divisions	101 VP InstitutionalCompliance&Security
Approved Date:	1/30/2025 3:30:39 PM

JOB FAMILY AND FUNCTION

Job Family:	Campus Services
Job Function:	Campus Safety

JOB SUMMARY

Leads behavioral threat assessment and management. Directs implementation of the Department of Homeland Security Targeted Violence and Terrorism Prevention Grant. Pursues other grant opportunities in support of campus safety goals and objectives. Provides oversight and guidance to the university's campus safety compliance programs. Provides strategic guidance to the AVP, Campus Security & Compliance.

RESPONSIBILITIES

- Tactical Threat Analysis and Management: Reviews all incoming crime and security reports for potential threats or concerning behavior. Collaborates closely with campus stakeholders, security teams, external agencies and members of the University's multi-disciplinary Threat Assessment Team and the East Alabama Threat Advisory Council to identify and manage potential threats and vulnerabilities. Co-chairs the University's Threat Assessment Team.
- Outreach: Coordinates outreach and training to the campus community about recognizing and responding to concerning or threatening behavior and the role of behavioral threat assessment and management. Provides input into outreach and training programs across campus to ensure compliance with campus safety regulatory requirements, to include crime prevention and security awareness, emergency management, and prevention and awareness programs for dating violence, domestic violence, sexual assault, and stalking.
- Stakeholder Engagement and Collaboration: Develops and maintains strong partnerships with internal and external stakeholders across campus, including academic and administrative units, students, faculty, staff, parents, local community members, and local, state, and federal agencies to foster collaboration and enhance campus safety efforts. Serves as a liaison between the Assistant Vice President and various campus departments, committees, and task forces, ensuring effective communication and coordination of efforts to address safety concerns.
- Policy Development: Oversees development of policies and procedures for the Clery Compliance programs. Provides significant input into the development and revision of all safety and security policies and procedures to ensure compliance with regulatory requirements and maintain alignment with best practices and changing needs. Provides guidance to other departments regarding policy implementation and compliance.
- Strategic Planning: Serves as a key advisor to the AVP, Campus Security & Compliance by providing expert guidance and advice on strategic planning and decision-making related to campus safety policies, program, and initiatives for university properties and sponsored activities. Assists the AVP, Campus Security & Compliance in shaping and developing goals for the Department of Campus Safety & Security and establishing appropriate performance goals for each area to ensure operational effectiveness.

RESPONSIBILITIES

- Compliance Management: Continually monitors compliance with local, state, and federal regulations related to Campus Safety & Security. Stays informed on current trends, best practices, and legal requirements in campus safety, security, and violence prevention to inform decision-making and ensure compliance with relevant laws and regulations. Assists the AVP, Campus Security & Compliance with keeping stakeholders informed regarding compliance and changing regulatory requirements.
- Sponsored Programs: Directs implementation of the Department of Homeland Security Targeted Violence & Terrorism Prevention Grant. As part of grant activities, conducts training and outreach to the community through National Threat Evaluation and Reporting (NTER) courses. Coordinates development and operation of the East Alabama Threat Advisory Committee. Collaborates with Rural Health Initiative to provide bystander training on targeted violence prevention to ten rural counties in east Alabama.
- Data Analysis and Insights: Provides direction and vision, establishes systems for monitoring, analysis, and interpretation of campus safety incident data and crime statistics to identify trends, assess successes, and pinpoint areas for potential improvement. Understands that data-driven decision-making forms the bedrock for refining existing strategies and introducing novel approaches to enhance campus safety measures.
- Public Disclosures: Provides critical input into public disclosures about emergencies, crimes, campus safety, security, and violence prevention.

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	Supervises others with full supervisory responsibility.

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	Health and Safety, Emergency Management, Homeland Security, Criminal Justice, Security, or Related Field	and	10 years of	Law Enforcement, Fire, Emergency Medical Services, Emergency Planning, or Town/City Management, with at least 7 years at the command or supervisory level.	Or
Master's Degree	Health and Safety, Emergency Management, Homeland Security, Criminal Justice, Security, or Related Field	and	8 years of	Law Enforcement, Fire, Emergency Medical Services, Emergency Planning, or Town/City Management, with at least 5 years at the command or supervisory level.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Extensive leadership in and knowledge of law enforcement or campus safety	
Behavioral threat assessment knowledge	
Knowledge of Clery Act, Title IX, and other relevant laws and regulations	
Strong interpersonal and communication skills	
Administrative and technological skills	
Analytical skills	
Crisis management and risk assessment skills	
Ability to foster inclusive safety initiatives	
Ability to conduct trainings or presentations for large audiences.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to respond to a wide range of incidents, including reported crimes, threats, and urgent matters that demand immediate attention beyond regular work hours.	
Ability to provide effective support to individuals during traumatic incidents while maintaining emotional resilience and professionalism in challenging situations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Other	Completion of Clery Act Compliance Training Academy		Required	And
Other	National Threat Evaluation and Reporting (NTER) Certified Master Trainer		Required	And
Other	Certified Clery Compliance Officer		Desired	And
Other	Certified Threat Manager		Desired	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Motor Vehicle Record (MVR)

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		10 lbs
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	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

In-State; Domestic; International

Additional Special Requirements:

Workload varies significantly depending on crimes reported, the nature of threats and management needs, activities on campus, and timing within the academic year.

Time-sensitive issues arise frequently that require immediate attention, often outside of normal work hours.

Position requires oversight of the 24/7 operation of the Campus Security Operations Center.

The work also carries an emotional toll of dealing with and assisting individuals through traumatic incidents.