AUBURN
Human Resources

Mgr, Executive Protection

Job Description

JOB INFORMATION

Job Code	EE15
Job Description Title	Mgr, Executive Protection
Pay Grade	CP13
Range Minimum	$79,560
33rd %	$100,780
Range Midpoint	$111,380
67th %	$121,990
Range Maximum	$143,210
Exemption Status	Exempt
Organizational use restricted to the following divisions	101 VP InstitutionalCompliance&Security
Approved Date:	10/3/2024 4:53:27 PM

JOB FAMILY AND FUNCTION

Job Family:	Campus Services
Job Function:	Campus Safety

JOB SUMMARY

Oversees and coordinates tailored security measures for esteemed University personnel, visiting dignitaries, and high-profile guests during campus visits and University-sponsored events. This position serves as a trusted advisor and resource for the University leadership team and the broader campus community.

RESPONSIBILITIES

- Advance Work: Strategically plans and executes advance work for events, meetings, or travel involving the protected individual(s) including meticulous venue security assessments, route planning, and coordination with local law enforcement and venue security teams.
- Close Protection: Directly provides close protection to the protected individual(s) as necessary, including escorting them to and from locations, maintaining vigilant surveillance of their surroundings for potential threats, and executing swift and effective responses to any security incidents or emergencies.
- Communication: Maintains open and effective lines of communication with the protected individual(s) and other members of the security team to facilitate seamless coordination and information sharing.
- Risk Assessment: Conducts risk assessments to discern potential threats and vulnerabilities to the protected individual(s) and formulates strategic plans to mitigate these risks effectively.
- Security Planning: Collaborates with key security personnel, including the Director of Security, and relevant stakeholders to craft and execute security plans tailored to the unique circumstances and needs of the protected individual(s).
- Team Management: Supervises and coordinates a proficient team of executive protection specialists to ensure the seamless execution of security protocols and procedures.
- Training and Development: Provides comprehensive training and guidance to the supervised personnel on critical areas such as threat detection, defensive tactics, emergency response protocols, and adherence to established protocols.
- Intelligence Gathering: Regularly monitors and analyzes pertinent intelligence sources, such as threat assessments, security briefings, and open-source information, to remain abreast of potential security risks and emerging developments.
- Documentation: Maintains meticulous records of security-related activities, incidents, and protocols. Prepares detailed reports for internal review or legal purposes, as required.
- Crisis Management: Collaborates closely with Campus Safety & Security leadership to assist with crisis management efforts in response to security breaches, threats, or emergencies, including coordinating with law enforcement agencies and other relevant authorities as necessary.

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	Public Safety, Criminal Justice, Homeland Security, or other relevant field	and	6 years of	extensive experience in executive protection, security management, and risk assessment within academic or high-profile settings.	Or
Associate's Degree or Vocational Certificate	Public Safety, Criminal Justice, Homeland Security, or other relevant field	and	8 years of	extensive experience in executive protection, security management, and risk assessment within academic or high-profile settings.	Or
High School Diploma or GED		and	10 years of	extensive experience in executive protection, security management, and risk assessment within academic or high-profile settings.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of security duties and/or campus security operations, emergency management priorities and actions	
Knowledge of state and federal laws regarding safety procedures	
Knowledge of crisis management and emergency response	
Strong leadership qualities, discretion, and the ability to build collaborative partnerships with internal and external stakeholders	
Strong communication skills	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Valid Driver's License in any state applicable.	Upon Hire	Required	And
	Law Enforcement Certification (current or current within 5 years)	Upon Hire	Desired	And
	CPTED (Crime Prevention through Environmental Design) certification	Upon Hire	Desired	And
	FBINAA (FBI National Academy Associates) Member	Upon Hire	Desired	And
	APOSTC (AL Police Officers' Standards & Training) Certification	Upon Hire	Desired	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Motor Vehicle Record (MVR); Pre-Employment Drug Screening

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			25 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		
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.

Travel Requirements:

In-State; Domestic

Additional Special Requirements:

This position may be required to work non-standard office hours.