AUBURN
Human Resources

Dir, Campus Security

Job Description

JOB INFORMATION

Job Code	EE33
Job Description Title	Dir, Campus Security
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:	7/16/2024 10:28:55 AM

JOB FAMILY AND FUNCTION

Job Family:	Campus Services
Job Function:	Campus Safety

JOB SUMMARY

Directs the campus security functions within the Department of Campus Safety & Security. Provides strategic leadership and oversight for managing critical operational functions such as Security Services, Dispatching, Night Security Shuttle Service, surveillance systems, and contracted security. Develops and implements security policies, conducts and evaluates safety protocols to identify areas for improvement, and collaborates with campus partners to create a cohesive safety network.

RESPONSIBILITIES

- Strategic Policy and Initiative Leadership: Leads the strategic development, management, and execution of comprehensive policies, procedures, and initiatives aimed at enhancing campus security and safeguarding individuals and assets throughout the University.
- Hands-On Oversight and Compliance Enforcement: Provides direct oversight to Campus Security Officers, Security Representatives, Security Supervisors, Other Security Personnel, and Student Workers by offering guidance and feedback, and by ensuring strict compliance with university policies, regulations, and standards.
- Rigorous Security Assessment and Audit Management: Orchestrates and oversees rigorous security assessments and audits spanning all university campuses, buildings, and properties to identify vulnerabilities and ensure the implementation of robust security measures.
- Strategic Security Technology Procurement and Implementation: Takes a pivotal role in procuring and implementing essential security technologies and equipment, contributing expertise to assess security technology needs, and drive strategic enhancements to bolster campus safety.
- Efficient Equipment Procurement and Maintenance Management: Manages the procurement and maintenance of equipment essential for outfitting security personnel and facilitating the automation necessary for seamless daily security operations.
- Strategic Collaboration for Safety Program Delivery: Collaborates in the delivery of comprehensive Campus Safety and Security programs aimed at advancing unit objectives and fostering a culture of safety and security throughout the campus community.
- Integrated Campus Transportation Security Collaboration: Partners with the campus transportation manager to streamline the operations and optimize the efficiency and utilization of the Night Shuttle system, ensuring seamless integration with overall security measures.
- Actionable Insight Generation and Reporting: Generates insightful operational reports and analyses to track progress, identify emerging trends, and recommends targeted actions, while also providing critical security deficiency information to campus stakeholders to support their own security initiatives.

RESPONSIBILITIES

- Event Security Support and Coordination: Offers invaluable support to departments across campus, including but not limited to, Athletics and the Office of the Provost, in procuring and managing event security, ensuring seamless coordination and execution of security protocols. Additionally, coordinates and collaborates with the Mgr, Executive Protection, law enforcement agencies, and other stakeholders to accomplish this duty efficiently and effectively. By fostering close partnerships and aligning efforts with relevant entities, ensures comprehensive security coverage for events while maintaining a safe and secure environment for all attendees.
- Key Emergency Response Collaboration: Plays a pivotal role in emergency response efforts as directed, collaborating closely with University Emergency Management to fulfill essential functions and ensure a prompt and effective response to critical incidents.

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	Criminal Justice, Security Management, or Business Management	and	7 years of	Public Safety, Law Enforcement, Criminal Justice, or Security Operations	Or
Master's Degree	Criminal Justice, Security Management, or Business Management	and	5 years of	Public Safety, Law Enforcement, Criminal Justice, or Security Operations	

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.		Required	And
	AL Peace Officers' Standard and Training (APOST) or State Equivalent		Desired	Or
	Ability to achieve a lateral transfer from APOST.		Desired	

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.

Travel Requirements:

In-State; Domestic; International

Additional Special Requirements:

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