AUBURN
Human Resources

Mgr, Security Services

Job Description

JOB INFORMATION

Job Code	NB24
Job Description Title	Mgr, Security Services
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:	11/20/2025 10:16:59 AM

JOB FAMILY AND FUNCTION

Job Family:	Campus Services
Job Function:	Campus Safety

JOB SUMMARY

Reporting to the Director of Security, the Manager of Campus Security is responsible for overseeing all aspects of security operations within Campus Safety & Security and assisting the Director with ensuring the protection of personnel, assets, and sensitive information at the University. This role involves developing and implementing security policies, procedures, and protocols, overseeing risk assessments, managing security resources and personnel, and coordinating with internal stakeholders to mitigate security threats effectively.

RESPONSIBILITIES

- Security Program Development: Assists in designing, implementing, and delivering campus-wide security programs that align with university goals and industry best practices. Supports the development of related policies and procedures.
- Security Assessments: Conducts regular and ad-hoc risk and vulnerability assessments of campus facilities, departments, and programs as directed. Ensures reports meet departmental standards and include actionable mitigation strategies.
- Physical Security Management: Oversees physical security systems and infrastructure, including access control, CCTV, perimeter barriers, alarms, and visitor management. Identifies and recommends improvements through operational changes and technological or mechanical upgrades. Ensures all reported system malfunctions are documented, tracked, and followed up until fully repaired or resolved.
- Security Awareness Training: Develops and delivers security awareness training for staff, faculty, contractors, and students. Promotes a proactive security culture through ongoing education and engagement.
- Security Compliance: Ensures compliance with applicable federal, state, and institutional security standards. Performs internal audits and assessments to identify and address gaps.
- Security Shuttle Operations Management: Manages daily operations of the campus security shuttle service, including resource deployment, personnel coordination, and emergency preparedness support.
- Vendor Management: Manages third-party vendor relationships. Monitors contract compliance and service quality, reporting any deficiencies to the Director promptly.
- Security Incident Reporting: Ensures all security incidents, threats, and suspicious activity are documented accurately. Forwards daily reports of security deficiencies to campus partners and collaborates with law enforcement and emergency management as needed.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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 required. Security Management, Criminal Justice, Business Administration preferred.	and	5 years of	experience in security enforcement or services, law enforcement, military service, or other related field.	Or

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated knowledge of security principles, practices, and technologies.	
Strong analytical, problem-solving, and decision-making skills, with the ability to assess complex security risks and develop effective mitigation strategies.	
Excellent communication and interpersonal skills, with the ability to collaborate effectively with internal and external stakeholders at all levels of the organization.	
Proven leadership and management abilities, with experience leading security teams and managing security projects or initiatives.	
Ability to maintain confidentiality, integrity, and professionalism in handling sensitive information and security matters.	

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	
	Certified Protection Professional (CPP)		Desired	
	Certified Information Systems Security Professional (CISSP)		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 and distinguish colors.

Travel Requirements:

In-State; Domestic

Additional Special Requirements:

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