AUBURN
Human Resources

Asst Supv, Security Services

Job Description

JOB INFORMATION

Job Code	NB78
Job Description Title	Asst Supv, Security Services
Pay Grade	CP07
Range Minimum	$43,020
33rd %	$50,190
Range Midpoint	$53,770
67th %	$57,360
Range Maximum	$64,530
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/22/2023

JOB FAMILY AND FUNCTION

Job Family:	Campus Services
Job Function:	Campus Safety

JOB SUMMARY

Assists in the on-site supervision of security personnel to ensure adequate security coverage across campus and effective operation of night security shuttles.

RESPONSIBILITIES

- Assists the supervisor with scheduling and coordinating work and responsibilities of security personnel by reviewing tasks, assigning duties and routes, and ensuring timely work completion.
- Assists in the supervision of security representatives in the physical security of buildings and University property as well as the monitoring of University surveillance systems and alarms.
- Assists in the supervision of security representatives in the safe and effective operation of the night security shuttles and ensures the safe operation and maintenance of assigned vehicles.
- Assists in the supervision of dispatchers and dispatch procedures to ensure proper units are dispatched in a timely and effective manner.
- Assists local emergency agencies in locating facilities and providing needed information required in resolving campus emergencies.
- Periodically inspects campus buildings, parking lots, and walkways for security issues.
- May serve as dispatcher, route inspector, or shuttle van driver.

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 supervise employees but supervision is not the main focus of the job.

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	
High School Diploma or GED	High School Diploma or equivalent	and	2 years of	Experience in security enforcement or services, law enforcement, military service, or other related field.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of security services and operations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		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		
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	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically and distinguish colors.