



JOB INFORMATION

Job Code	NB24
Job Description Title	Supv, Security Services
Pay Grade	CP08
Range Minimum	\$42,890
33rd %	\$51,470
Range Midpoint	\$55,760
67th %	\$60,050
Range Maximum	\$68,630
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

Provides on-site supervision with specific security services projects, assigns work, and assists local emergency personnel. Responsible for the supervision of security personnel, including Auburn University employees and contracted security representatives, to ensure adequate security coverage across campus and effective operation of night security shuttles.

RESPONSIBILITIES

- Schedules and coordinates work and responsibilities of security personnel by reviewing tasks, assigning duties and routes, and ensuring timely work completion.
- Supervises security representatives in the physical security of buildings and University property as well as the monitoring of University surveillance systems and alarms.
- Supervises security representatives in the safe and effective operation of the night security shuttles and ensures the safe operation and maintenance of assigned vehicles.
- Supervises dispatchers and dispatch procedures to ensure proper units are dispatched in a timely and effective manner.
- Assists local emergency agencies in locating facilities and needed information required in resolving campus emergencies.
- Composes and types documents and reports for department and forward to appropriate personnel.
- Communicates with others to keep them aware of activities within the department and to answer questions.

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.
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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 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	
Some college; vocational or Associate's Degree	Criminal Justice, Security, Business Management, or related field.	And	4 years of	Experience in security enforcement or services, law enforcement, military service, or other related field.	

Substitutions Allowed for Education: Yes

Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

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. And

Developed supervisory skills.

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		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.