

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

CLASSIFICATION: DIRECTOR OF PUBLIC SAFETY

SUPERVISOR: PRESIDENT/CHIEF EXECUTIVE OFFICER

EFFECTIVE DATE: SEPTEMBER 14, 2016

Position Summary

Under the direction of the President / Chief Executive Officer, the Director of Public Safety is responsible for coordinating a wide-range of activities to support a safe work and living environment for HABD employees, program participants, and neighbors. The activities may include, but are not limited to, physical improvements, processes, awareness/education, patrols and coordination of services. The position serves as a liaison to local public safety agencies and oversees public safety related vendors on behalf of HABD.

Major Duties and Responsibilities

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individual may perform other duties as assigned. The position description complies with the Americans with Disabilities Act.

1. Develop, plan, organize and implement crime prevention approaches, training, community initiatives, neighborhood meetings and awareness.
2. Work with residents, members of the community and other stakeholders to obtain direct feedback on how public safety initiatives are working and how they can be improved.
3. Conduct proper and thorough investigations on criminal and safety incidents that occur on HABD property, as appropriate.
4. Coordinate crime prevention programs with law enforcement agencies and route relevant information, statistics and reports as needed. Make court appearances as required. Prepare monthly/quarterly reports on analysis of crime statistics, as well as other correspondence relative to crime prevention.
5. Act as liaison between police department, residents and management staff, including but not limited to, researching intelligence/information, coordinating with contracting security personnel, drug elimination and other HABD departments.
6. Work closely with Real Estate & Capital Improvement management and Housing Operations to make physical improvements and establish processes and procedures to support a safe working and living environment.

7. Supervise and continuously improve security systems, including video surveillance, access controls, fire alarms, and identification cards.
8. Plan, organize and coordinate the work activities of public safety vendors. Visit properties on a regular basis to independently evaluate the quality of work and assess ways to improve vendor operations.
9. Develop, initiate and evaluate all policies and procedures regarding safety and security.
10. Train staff, vendors and residents on safety related issues.
11. In coordination with Human Resources staff, conduct background checks for HABD job applicants and provide support when safety is a concern.
12. In coordination with Housing Operations and Assisted Housing, conduct background checks on participants and applicants for housing assistance.
13. Assist in the development and management of the budget for safety related expenditures.
14. Handle sensitive and confidential information skillfully and ethically.
15. Develop a comprehensive strategic plan and address public safety concerns at all of HABD's properties.
16. Review/monitor and approve invoices for security/public safety services.
17. Conduct internal criminal investigations.
18. Maintain a high level of visibility throughout the resident community by attending meetings and performing other job functions during regular work or extended work hours.
19. Perform any other related and appropriate duties and support of strategic goals as required.

Required Knowledge and Abilities

1. Ability to communicate effectively both orally and in writing, with groups and individuals from a diverse background, with people from a broad range of socio-economic backgrounds.
2. Ability to demonstrate leadership experience, professional ability and capability to elicit cooperation.
3. Ability to establish and maintain effective working relationships with co-workers, consultants, contractors, residents, HUD, and local, state and Federal officials, and HABD's contracted security services.

4. Knowledge of local criminal codes and law enforcement procedures; Ability to interpret local criminal codes.
5. Ability to interpret and implement rules, regulations and policies of the U.S. Department of Housing and Urban Development, the U.S. Department of Human Resources and other funding agencies.
6. Ability to conduct investigations and prepare clear and concise reports.
7. Ability to provide good customer service.
8. Ability to supervise, maintain records, and create accurate reports; Ability to manage vendor contracts.
9. Ability to understand and interpret complex program regulations.
10. Ability to utilize a personal computer using database and word processing software packages.
11. Ability to react calmly and in an efficient manner in emergency situations and provide clear guidance to impacted individuals.
12. Ability to deal effectively and tactfully with residents, law enforcement and other agencies.
13. Ability to exercise sound judgement in determining the most efficient allocation of resources for the department.
14. Ability to reliably and predictably carry out duties.

Supervision:

None

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Stressful situations may occur when dealing with the public.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to: stand, sit, walk, use hands to finger, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to: climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The level of manual dexterity should be sufficient to allow for operation of a scanner, terminal keyboard, telephone, facsimile machine, office

supplies, etc. Employee must be able to move, handle, or lift moderately heavy objects such as computer equipment (printer, monitor, CPUs, etc.) around desk area.

Minimum Education, Training, and/or Experience

1. Bachelor's Degree from an accredited four-year college or university with major course work in Criminal Justice, Law Enforcement, Public Administration, or related field. A minimum of two (2) years of supervisory experience.
2. Associate's Degree or two (2) years acceptable academic courses and professional background from an accredited college or university with major course work in Criminal Justice, Law Enforcement, Public Administration, or related field. A minimum of five (5) years of related work experience with two (2) years of supervisory experience.

Preferred Education, Training, and/or Experience

1. Law enforcement officer with command experience.

Special Requirements

1. Possession of a valid Alabama driver's license and safe driving record for those required to drive or allowed to drive on behalf of HABD.