

# **SECURITY MANAGER**

**STATUS:** Non-exempt

**FUNCTION:**

The Security Manager is a highly responsible administrative and operational position. The holder of this position is responsible for the development and implementation of all WHA policies, procedures and practices which relate to public safety and investigation, applicant screening, fraud investigation and building and operational security. The Security Manager is the main point of contact for all external relationships with local, state, and federal law enforcement agencies. On an internal basis, the Security Manager provides guidance and training to WHA staff and works with resident groups on public safety issues. The incumbent handles highly confidential information daily.

**SUPERVISION:**

The Security Manager reports directly to the Executive Director. The Security Manager oversees all contractors and WHA personal who provide security services or training on security matters with WHA staff and residents with full responsibility for employee evaluations and recommendations of personnel actions. The incumbent will coordinate security activities with the individuals assigned with oversight of any security related grants received by the WHA.

**ESSENTIAL JOB DUTIES:**

- Serves as WHA liaison to the Woonsocket Police Department
- Coordinates with Local, State and Federal agencies on investigations of fraud and criminal activity.
- Assists the Housing Manager and Section 8 staff with criminal program fraud issues regarding program participants.
- Coordinates with maintenance staff on physical aspects of security.
- Coordinates with modernization on design issues related to security.
- Researches and implements security related procedures regarding resident screening and background checks.
- Works with WHA attorney on preparation of court cases and provides testimony or affidavits, as necessary.
- Assists staff, residents, victims and witnesses on logistics and personal safety issues related to court cases.
- Identifies funding sources and assists with grant applications for security related programs.
- Manages operating and grant budgets related to security.
- Assists in the hiring process and all personnel actions for WHA personnel with security responsibilities.
- Serves as contract manager on all security or security training contracts.
- Coordinates and oversees all security programs at the WHA elderly developments.
- Coordinates and oversees all security and community policing programs at the WHA family developments.
- Maintains and oversees installation of all communications equipment including the following:
  - Radios
  - Cell phones
  - Checkpoint Door System Access program
  - Security cameras and operating systems
- Schedules and encourages participation in programs for residents to include fire safety, domestic violence, telephone scams, bank fraud, etc.

- Schedules programming at Elderly/Disabled Hi-rises on issues for safety, security, health, etc., with a focus on elder services.
- Oversees updates and training on Emergency Response Plan.
- Oversees dispatch protocol for answering service.
- Oversees Security Daily Report Log and scheduled patrols accordingly.

**SECONDARY JOB DUTIES:**

- Tracks maintenance contracts on security equipment (radios, cameras, etc.) and performs basic maintenance on same.
- Makes field visits to the developments and other WHA sites to spot check security systems and public safety issues.
- Monitors development parking plans and parking sticker assignments.

**PHYSICAL REQUIREMENTS:**

- The duties of this position are both office and field-based with the emphasis on office administration. This position requires manual dexterity sufficient to competently use office equipment such as keyboard or video camera. This individual must also be capable of attending public meetings and making presentations to groups. The holder of this position will be required to conduct site visits to developments and dwelling units which would include the ability to traverse over ¼ mile at a time and to use stairs.

**QUALIFICATIONS AND SKILLS:**

- Graduate of the Police Academy or certified equivalent
- Demonstrated ability to use tact in dealing with all types of people in stressful situations, conflict resolution skills, good people skills
- Above average written and oral communication skills
- Able to obtain a license to carry firearms for the City of Woonsocket
- Knowledge of RI Tenant/Landlord law
- Knowledge of PHA housing requirements
- No felony criminal convictions or convictions for crimes of moral turpitude
- Valid driver's license

**EXPERIENCE AND EDUCATION:**

- Bachelor's Degree in Criminal Justice or Administration of Justice with at least ten years of field experience of which five have been in a supervisory capacity.

**SALARY:** (\$62,000 - \$75,000)