

## **Director of AHA Security Operations**

### **DISTINGUISHING FEATURES OF THIS CLASS:**

The Director of Security at the Albany Housing Authority (AHA) is responsible for ensuring safety across all AHA properties, overseeing security operations, and managing personnel. Reporting to the Executive Director, this role involves coordinating with law enforcement, advocating for safety and liability measures, and negotiating agreements with the Albany Police Department. The Director plays a vital role in handling criminal investigations, representing AHA's security interests, lease enforcement and fostering a safe environment for residents, employees, and the community. Candidates need significant law enforcement experience, leadership skills, and the ability to engage with diverse groups.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Serves as the Authority's expert on all police safety and security matters;
- Develops and implement comprehensive security policies and procedures for AHA properties, residents, and staff;
- Regularly assesses and audits security measures throughout AHA portfolio, identifying risks and recommending equipment upgrades and staff training to enhance effectiveness;
- Confers regularly with the Albany Police to integrate safety and security programs on behalf of the Housing Authority;
- Collaborate with APD and other local law enforcement and other public safety agencies to enhance security measures and responses;
- Requires availability for on-call responsibilities during unique situations or emergencies that may present a threat to the security and safety of AHA community;
- Conducts thorough investigations into security breaches or incidents and prepares detailed reports and prepares recommendations for corrective actions;
- Prepare and present regular reports on security operations, incidents, and improvements to AHA leadership;
- Reviews written reports and instructs subordinates and personnel on improving techniques in the dispatching operations and logging of incidents of a safety or security nature;
- Develop and deliver training programs for AHA employees on safety protocols, emergency response procedures, and conflict resolution;
- Develop and lead community outreach programs to promote safety awareness and enhance community relations;
- Foster positive relationships with residents, local community organizations, and law enforcement agencies;
- Ensure compliance with all relevant local, state, and federal regulations and standards related to security operations;
- Must stay updated on industry trends, best practices, and emerging security technologies;

- Other related duties as assigned.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

(The Criteria for review of Candidates by Albany Housing Authority)

- Experience in labor/management negotiation;
- Thorough knowledge of principles and practices of a municipal police department's administrative procedures;
- Ability to coordinate the deployment of Albany Police Department law enforcement personnel in conjunction with the Albany Police Union's contractual agreement such as the provision governing off duty assignment of sworn Police Officers working AHA's special patrol detail;
- Available on-call as needed 24 hours; mandated phone availability for representing AHA in all security matters or during and prior to criminal investigations at properties owned and managed by AHA;
- A thorough knowledge of current security equipment and safety system associated with the protection of persons and property within a large scale housing development;
- Ability to administer assignments within the guidelines of the Albany Police Department's standard operational procedure codes when applicable;
- Exceptional leadership and management skills with a proven ability to motivate and direct a team;
- Strong oral and written communication skills, with the ability to effectively interact with individuals from various social and cultural backgrounds;
- Proficiency in Microsoft Word, PowerPoint, and other relevant computer applications;
- Excellent problem-solving abilities and a strong attention to detail;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Ten (10) years of experience in law enforcement or public service within a municipal police department, including three (3) in a supervisory role. Must have a high school diploma or equivalent, with preferred additional training or certifications in security management or law enforcement.

**SPECIAL REQUIREMENTS:** Must possess a valid New York State Department of Motor Vehicles Operators License, and New York State Pistol Permit at the time of appointment and for the duration of employment. The role involves physical tasks related to security duties and requires availability for on-call responsibilities, as well as occasional evening or weekend work.

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