

Director of AHA Security Operations

Distinguishing Features Of This Class: Due to the confidential nature of this position and its administrative scope, the position reports directly to the Executive Director.

The position acts as the Authority's coordinator for matters pertaining to police security and criminal investigations when activities and incidents occur at an AHA development or within the Authority's organizational operation.

The position represents the Authority's interest in matters involving safety, security, and accident and liability claims involving property, equipment, services, vehicles, and AHA employees. Incident representing a security risk to AHA residents, employees and community are part of the responsibilities of this position title.

The Director of Security coordinates AHA's utilization of the security and safety workforce, including but not limited to, permanent and special program personnel. The position acts as the liaison between AHA, Albany Police Department and its Union in future negotiated memorandums of agreement. The position is responsible for providing effective security and safety services through positive communication with APD and its Union. This title confers on a regular basis securing an integrated security and safety operation at all AHA development locations protecting residents, community, AHA property and the Authority's administration.

Examples Of Work: (Illustrative only)

- Serves as the Authority's expert on all police safety and security matters;
- Develops operating standards for AHA building security;
- Evaluates security services currently provided at development locations and may recommend upgrading equipment and training for improving effectiveness of staff and procedures;
- Confers regularly with the Albany Police to integrate safety and security programs on behalf of the Housing Authority;
- Continues routine communication with APD for effective utilization of security personnel for special investigational services of a confidential nature;
- Required to carry an on-call beeper for presence during unique situations or emergencies that may present a threat to the security and safety of the public housing community;
- May be required to investigate internal malfeasance involving AHA personnel and prepare recommendations for action by AHA's administration. Reviews automotive accident reports for risk prevention documentation;
- Schedules and determines the effective utilization of security patrol assignments;
- Reviews written reports and instructs subordinate and personnel on improving techniques in the dispatching operations and logging of incidents of a safety or security nature;

- May be required to conduct presentations or briefings on security matters with AHA management and development operations personnel.
- Conducts background checks of applicants for Rental Assistance.

Required 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 beeper availability for representing AHA in all security matters or during and prior to criminal investigations at properties owned and managed by AHA;
- Experience in the implantation and coordination of a rotational assignment roster of City law enforcement personnel respecting rank and seniority status as defined by the Albany City Police Department; 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; physical condition commensurate with the demands of the position.

Minimum Qualifications: Ten (10) years of experience as a Detective with a Criminal Investigation Unit of a municipal police department, and ten (10) years of experience in a supervisory capacity working with subordinate law enforcement personnel.

Special Requirements: Must possess a valid New York State Department of Motor Vehicles Operators License, Certified Accident Investigator License and New York State Pistol Permit at the time of appointment.

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