

RISK MANAGER
(Albany Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for managing the Albany Housing Authority's risk control programs to ensure improved safety procedures which will result in a reduction in liability expenses to the Authority. The position works under the general supervision of the Director of Security. The incumbent develops and plans safety procedures and programs for Housing Authority residents and staff. Inspections of safety equipment, interior and exterior lighting, fire alarms and conditions that could prove hazardous to the public are monitored by the incumbent. Specific guidelines provided by the Authority's liability risk management carrier are periodically reviewed for compliance. Annual reports, statistical data on accidents and documentation of the corrective action taken are maintained and updated on a regular basis. Insurance claims submitted by residents are investigated for factual content. The incumbent interviews and prepares the site inspection reports.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans risk control and safety programs for development managers and residents;
- Recommends corrective action to assure compliance to regulatory guidelines for improved crime prevention, decrease in accident claims and the elimination of public safety hazards;
- Monitors and evaluates safety procedures and recommends improvements in risk control measures;
- Investigates and reports on incidents, insurance claims and accidents at development sites that may result in liability risk to the Authority;
- Develops informal seminars for residents and staff on topics such as: crime prevention, safety procedures, vandalism and fire control;
- Reports on new guidelines for Risk Management programs and evaluates their effectiveness upon implementation;
- Provides periodic reports on the status and cost of property and liability claims;
- Maintains files on inspection reports, fire maps, physical plant blueprints and photos relative to investigations of accident claims;
- May prepare for the Security Director reports that determine patterns of crime and vandalism at various housing development locations;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the methods, principles and practices of residential security and safety services;

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- Good knowledge of security and safety programs for inner-city housing developments;
- Good knowledge of personal computers and office equipment;
- Ability to interact with community residents;
- Ability to prepare written reports and records;
- Sound judgment;
- Integrity;
- Tact;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Criminal Justice, Human Services or a related field and three (3) years of responsible fulltime, paid experience in law enforcement, industrial security, residential security or a housing safety program, at least two (2) years of which were in a supervisory capacity; **OR**
- B. Graduation from high school and five (5) years of responsible fulltime, paid experience in law enforcement, criminal justice, industrial security, residential security or a housing safety program, at least four (4) years of which were in a supervisory capacity; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL NOTE: A valid NYS Driver's License and availability of private vehicle is required at the time of appointment and for the duration of employment.

Revised: 10/21/81
 4/29/98
 6/26/02