



Position Opening

POSTED:	February 07, 2019
JOB TITLE:	Security Administrator
REPORTS TO:	Director of Asset Management
SALARY:	\$28.33 / hour
FLSA:	Non-Exempt Part Time

JOB SUMMARY

Plans, directs, and oversees implementation of comprehensive security systems for the protection of individuals and PHA properties; investigate various crimes against clients, tenants and staff; monitor the compliance of the contract between the City of Peoria Police Department and the Peoria Housing Authority to provide police protection for the residents of the Authority.

The incumbent will administer the safety and security division of the Peoria Housing Authority with an emphasis on such activities as operational problem solving, personnel and resource allocation; identify training needs; develop policies and procedures; plan and project future needs.

MAJOR JOB RESPONSIBILITIES

- Must be knowledgeable of the possess an understanding of modern principles, methods and procedures or technical aspects of law enforcement, including criminal investigation and identification, patrol, crime prevention, traffic control, Security Officer training and public relations.
- Observe subordinate performance, specifying proper procedure for subordinates; follow up to ensure orders and policies are carried out; delegate authority to others; provide feedback to subordinates on all matters related to job performance.
- Evaluate the effects of training programs for supervisory personnel; revise training programs as needed; review training programs and recommend revision when necessary.
- Deal courteously and constructively with community representatives; working with community groups; interact and provide support to internal and external publics; promote a positive public image.
- Conduct analysis, prepare written reports and coordinate special projects.
- Compile monthly crime reports. Officer probation charts and other reports as needed.
- Plans and direct security programs; conduct meetings; listen to complaints; follow the chain of command; obtain and disseminate information, provide reason for changes to involved parties; keep channels of communication open.
- Coordinate and recommend evictions of undesirable residents.
- Serve as liaison with other agencies and community group; effectively interacts with press and media representatives.
- Must be knowledgeable of the principles of commonly used budgetary procedures.
- Contribute to team efforts by performing other responsibilities and duties as needed or assigned.
- Inspects premises to determine security needs.
- Studies physical conditions, observes activities, and confers with clients, staff, and tenants to obtain data regarding internal operations.
- Analyzes compiled data and plans and directs installation of electronic security systems such as closed circuit surveillance, entry controls, burglar alarms, ultrasonic motion detectors, electric eyes, and outdoor perimeter and microwave alarms.
- Directs installations and checks operation of electronic security equipment.
- Acts as liaison between City of Peoria Police Department and the PHA in investigating crimes committed against clients, tenants and staff such as fraud, robbery, arson, vandalism, etc.
- Conducts or direct surveillance of suspects on premises to apprehend culprits.
- Notifies Authority of security weaknesses and implements procedures for handling, storing, safekeeping, and destroying classified materials.

This description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

MINIMUM QUALIFICATIONS REQUIRED

EDUCATION AND EXPERIENCE

High school graduate or equivalent with a minimum of five (5) years police or police related experience.

HOW TO APPLY: APPLICATION DEADLINE: Friday February 15, 2019, 5:00PM or until filled

Interested applicants who meet the minimum qualifications, should submit attached application to:

Name: email directly to Bret Stone Director of HR
Email address: bstone@pha.peoria.il.us

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