



DIRECTOR OF PUBLIC SAFETY
CLASS DESCRIPTION

CLASS CODE:

PAY RANGE: \$65,000-\$75,000

FLSA STATUS: Exempt

EEO STATUS: Protective Services

DATE PREPARED: August 11, 2020

OVERVIEW:

This role is responsible for managing programs and initiatives that ensure the safety and security of public housing residents and agency employees. The Director of Public Safety also serves as the organization's technical authority and media spokesperson on all safety and security issues and initiatives.

DUTIES AND RESPONSIBILITIES:

- Manages the provision of safety and security services to public housing communities.
- Develops comprehensive public safety program for agency properties to include new partnerships that support the agency's strategic plan.
- Serves as the liaison with the City of Montgomery police department, other Federal and State law enforcement organizations, residents of public housing and community stakeholders to develop and oversee collaborative strategies and tactics to ensure the safety and security of the public housing residents, employees and surrounding public.
- Investigates and reports law violations committed on MHA properties including; investigations of resident lease violations.
- Assists with public housing resident evictions.
- Advises management and staff on security and law enforcement issues.
- Develops and implements safety and security programs and training for residents and staff that deter crime and promote safe, drug-free communities.
- Develops and manages budgets related to safety and security initiatives.
- Promulgates safety and security policies and procedures.
- Gathers, analyzes and maintains records on criminal activity conducted on MHA property. Tracks crime trends in MHA communities and the City of Montgomery.
- Represents MHA in activities related to safety and security.
- Acts as the agency's spokesperson for media inquiries regarding safety and security issues and initiatives. Collaborates with Communications department.
- Makes presentations on security and law enforcement issues/topics to residents, contractors, staff and general public.
- Responds to inquiries regarding security, law enforcement and crime prevention.
- Obtains grants to improve environmental security.
- Researches and reviews safety and security initiatives at other public housing authorities

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge and experience with law enforcement principles and practices.



- Considerable experience developing and implementing crime prevention and safety/security training.
- Working knowledge of personal computers and related software applications.
- Ability to establish and maintain effective working relationships with residents, law enforcement officials, staff and general public.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

Education: Bachelor's degree in criminal justice, social sciences, public or business administration or a related field.

Experience: Considerable experience in security and law enforcement administration, crime prevention and supervision.

PHYSICAL DEMANDS

Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting (25 lbs. or less) to obtain files and records, and eyestrain from working with computers and other office equipment.

This description is a representative summary of the work performed by incumbents in this job title. Any one position in this classification may not involve all of the duties and responsibilities contained herein, nor are the examples of knowledge, skills and abilities exhaustive. Incumbents may also be required to perform tasks other than those stated.

ALL APPLICATION MATERIALS MUST BE SUBMITTED ON-LINE:

[MHA On-line Job Application](#)