



## Job Posting

### **Position:** Security Officer

The Biloxi Housing Authority ("BHA") is seeking an experienced Security Officer to join our team! The primary purpose of this position is to maintain a safe and secure environment on Authority property for staff, tenants, and visitors by patrolling premises and monitoring personnel. The incumbent may be assigned to Authority properties, developments, and/or parking lots.

All activities must support the Biloxi Housing Authority ("BHA" or "Authority") mission, strategic goals, and objectives.

### **Required Education and Experience:**

- High school diploma or GED and three (3) years of related experience in law enforcement and/or investigations, or equivalent combination of education and experience. Must have a thorough working knowledge of all aspects of law enforcement required to perform the job; or
- Any equivalent combination of education, training, and experience which, in the sole determination of the Housing Authority, provides the required knowledge and abilities.

### **Duties and Responsibilities:**

- Investigates reports of alleged violations of BHA policies, the dwelling lease, or the Administrative Plan.
- Conducts surveillance of BHA properties when illegal activities are reported or suspected.
- Conducts workshops and makes presentation on personal safety tailored to seniors, youth, women, and families with children residing in BHA housing; works with resident support staff to develop and present workshops on gang prevention and drug awareness tailored to adolescent residents and their parents.
- Interacts with the customers and neighbors of BHA housing sites; strives to develop and maintain mutual trust and professional respect.
- Makes procedural and policy recommendations based on trending activities on BHA properties.
- Works with resident associations, encourages and assists establish neighborhood watch programs, operates with an approachable manner and an "open door policy" through which residents, staff, and the public can report any suspected criminal activities occurring on or around BHA properties without fear of retaliation or retribution.
- Maintains a positive working relationship with all county, state, and federal law enforcement agencies in order to ensure sharing of information on past and present criminal activities affecting the BHA's customer and employee base.
- Ensures security of BHA properties, including property lighting.

- Enforces parking decal requirements at BHA properties.
- Coordinates with local emergency personnel (police, fire, medical) in order to ensure timely and effective responses to emergencies. Ensures issues with smoke alarms are resolved in a timely manner. Handles lease violations and contacts police if illegal violations are detected on properties.
- Assists with lock replacements, resident lockouts, and other related operations.
- Assures proper maintenance and use of equipment and supplies as assigned.
- Makes timely data entries into the computer, including background checks and investigative notes.
- Issues and deactivates security alarm codes at BHA properties.
- Works non-traditional BHA business hours and workdays in order to respond to calls by customers or law enforcement officers.
- Monitors security features such as cameras, panic buttons and alarms.
- Performs other duties as assigned.

**Benefits and Compensation:**

BHA offers a comprehensive and competitive benefits package. The annual salary range for this position is \$31,200.00 - \$42,000.00. Salary is commensurate with experience and qualifications.

**Location:** Biloxi, MS

# BILOXI HOUSING AUTHORITY

## Position Description

Classification: **Security Officer**

Supervisor: **Director of Security**

Department: **Security**

Status: **Non-Exempt** Pay Grade/Range:

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### Summary

The primary purpose of this position is to maintain a safe and secure environment on Authority property for staff, tenants, and visitors by patrolling premises and monitoring personnel. May be assigned to Authority properties, developments, and/or parking lots.

All activities must support the Biloxi Housing Authority (“BHA” or “Authority”) mission, strategic goals, and objectives.

### Essential Duties and Responsibilities

The following is a listing of the key duties and responsibilities of this position, and the skills, experience and knowledge required for the employee in this position. The listed duties should not be considered as a complete listing of all the work requirements, but a representative listing of the key duties of the position. Additional tasks to those listed below may be required, and individuals holding this position may be required to work in other areas of the housing authority to equalize or balance the workload, cover absences, or for other business needs of the Authority.

1. Investigates reports of alleged violations of BHA policies, the dwelling lease, or the Administrative Plan.
2. Conducts surveillance of BHA properties when illegal activities are reported or suspected.
3. Conducts workshops and makes presentation on personal safety tailored to seniors, youth, women, and families with children residing in BHA housing; works with resident support staff to develop and present workshops on gang prevention and drug awareness tailored to adolescent residents and their parents.
4. Interacts with the customers and neighbors of BHA housing sites; strives to develop and maintain mutual trust and professional respect.

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5. Makes procedural and policy recommendations based on trending activities on BHA properties.
6. Works with resident associations, encourages and assists establish neighborhood watch programs, operates with an approachable manner and an “open door policy” through which residents, staff, and the public can report any suspected criminal activities occurring on or around BHA properties without fear of retaliation or retribution.
7. Maintains a positive working relationship with all county, state, and federal law enforcement agencies in order to ensure sharing of information on past and present criminal activities affecting the BHA’s customer and employee base.
8. Ensures security of BHA properties, including property lighting.
9. Enforces parking decal requirements at BHA properties.
10. Coordinates with local emergency personnel (police, fire, medical) in order to ensure timely and effective responses to emergencies. Ensures issues with smoke alarms are resolved in a timely manner. Handles lease violations and contacts police if illegal violations are detected on properties.
11. Assists with lock replacements, resident lockouts, and other related operations.
12. Assures proper maintenance and use of equipment and supplies as assigned.
13. Makes timely data entries into the computer, including background checks and investigative notes.
14. Issues and deactivates security alarm codes at BHA properties.
15. Works non-traditional BHA business hours and workdays in order to respond to calls by customers or law enforcement officers.
16. Monitors security features such as cameras, panic buttons and alarms.
17. Performs other duties as assigned.

## Required Knowledge, Skills and Abilities

1. Thorough knowledge of local, state, and federal laws and law enforcement practices.
2. Thorough knowledge and understanding of the objectives and requirements of the Housing Choice Voucher Programs.

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3. Thorough knowledge of the purposes, policies and regulations of the Housing Authority as established by the Board of Commissioners and as set forth by HUD regulations, and the state of Mississippi.
4. Skills in developing and implementing property security procedures.
5. Knowledge of the operation of commonly used office equipment, especially the use of personal computers for word processing and spreadsheet applications.
6. Knowledge of report preparation techniques and procedures and a demonstrated ability to prepare professional and technical reports, board resolutions and other documents.
7. Ability to present ideas in a clear and concise manner, in English, both orally and in writing.
8. Ability to prioritize work effectively and ensure timely, accurate responses to diverse issues.
9. Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD, and local, state, and federal officials; ability to communicate with people from a broad range of socio-economic backgrounds.
10. Ability to understand, act on and interpret policies, regulations and procedures as set forth by the BHA and/or HUD.

## Behavioral Competencies

*This position requires the incumbent to exhibit the following behavioral skills:*

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Customer Service: Provides timely, courteous, and quality service to all internal or external customers by anticipating individual needs, following through on commitments and ensuring that our customers have been heard.

Communication: Employee is prepared, clear, concise, and organized in all facets of communication in order to fully establish understanding. Actively listens and understands the audience to adapt message appropriately. Communicates information with appropriate personnel in a timely manner.

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Teamwork: Actively participates and collaborates across boundaries and works toward the achievement of common goals. Employee is adaptable and open to new ideas and/or approaches. Employee is aware of changes that impact internal and external customers and effectively communicates the impact when working as a team.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

Safety Awareness: Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

## Supervision

The employee receives instructions from the Director of Security. Courses of action, deadlines, and priorities are established by established procedures, the supervisor, or the employee, depending on the assignment. Routine and non-routine duties are initiated and completed by the employee without supervisory direction. Instructions to the employee may be general or specific in nature. Problems or situations not covered by instructions are usually addressed independently or in consultation with the Director of Security. The employee's work is reviewed periodically for accuracy, completion, and compliance with the policies and procedures and the attainment of objectives.

## Minimum Education and/or Experience

1. High school diploma or GED and three (3) years of related experience in law enforcement and/or investigations, or equivalent combination of education and experience. Must have a thorough working knowledge of all aspects of law enforcement required to perform the job, or;
2. Any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, provides the required knowledge and abilities, may be considered sufficient.

## Language Skills

Ability to read, analyze, and interpret general business periodicals and technical procedures. Ability to communicate clearly and concisely, both verbally and in writing. Ability to understand and follow verbal and written instructions. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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### Mathematical Skills

Must demonstrate proficiency in basic business math. Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

### Technical Skills

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

### Special Requirements

1. Must possess a valid driver's license, have reliable transportation and insurable under BHA's automobile insurance plan.
2. Must be bondable.
3. Criminal background checks will be performed on all applicants.
4. Must be able to respond to emergency calls from law enforcement or residents outside of fixed BHA business hours.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is primarily stationary, but is regularly required to move throughout the office. The ability to move, transport, or position small objects around the office, such as books, binders, files, documents, and supplies is required. Daily movements include moving about the properties and attending onsite meetings with residents. The employee must be able to exchange information in person, in writing, and via telephone. The employee must be able to operate a computer and standard office machinery. The employee must occasionally transport up to 50 pounds.

### Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Position generally works on Authority properties, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud and the environment may be more hazardous than a standard office environment. This position may be required to work with contractors, law enforcement and emergency personnel, as well as Authority residents.

**Read and Acknowledged**

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**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Name [printed]**