SAN CARLOS HOUSING AUTHORITY

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www.sancarloshousingauthority.org

JOB ANNOUNCEMENT

POSITION TITLE: Security Manager

JOB ANNOUNCEMENT: #015-25

OPENING DATE: June 17, 2025

SALARY: DOE

CLOSING DATE: Open Until Filled

LOCATION: Peridot Office

Job applications are available at Tufastone, Bylas Sub-offices or
can be mailed or emailed upon request.
Applications are due at the Peridot Office by 4:30 p.m. on the closing date.

ESSENTIAL FUNCTIONS:
Under the direct supervision of the Executive Director, the Security Manager is responsible for overseeing the Security Department and ensuring the safety and protection of the employees and customers of the San Carlos Housing Authority. The Security Manager will ensure effective monitoring measures are implemented for the protection of the housing units and the reporting of incidents involving its occupants. The Security Manager will conduct risk assessments, identify vulnerabilities and ensure appropriate security measures are implemented. The Security Manager will supervise the Security Department's employees and implement an effective security monitoring program. The Security Manager will demonstrate excellent surveillance and emergency response skills with a strong commitment to security rules and knowledge of all hazards and threats to safety. Perform other duties assigned.

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

The San Carlos Housing Authority is an equal opportunity employer who provides preference in employment to eligible and qualified veterans and Native Americans in compliance with its human resource policy and procedures. The San Carlos Housing Authority will grant preference for employment to qualified individuals in the following order:

1. Enrolled members of the San Carlos Apache Tribe with Veterans' Preference. Enrolled members must show proof of honorable discharge by submitting a DD-214.
2. Enrolled members of the San Carlos Apache Tribe.
3. Indian spouse or Indian parent of an enrolled member of a federally recognized Tribe or a parent of an enrolled member of a Federally recognized Indian tribe.
4. Enrolled members of a federally recognized Indian Tribe.
5. Non-Indian spouse or Non-Indian parent of an enrolled member of a federally recognized Tribe.
6. Non-Indian.

The Tribal Preference policy applies to hiring, placement, selection for training, treatment during employment, promotion, transfer, reduction-in-force and lay off.

DUTIES AND RESPONSIBILITIES:

- Recruit, train and supervise Department staff members including administrative employees, surveillance officers and security officers; maintain certifications on an annual basis.
- Secures facilities and properties that are controlled and owned by the San Carlos Housing Authority.
- Oversight of all emergency incidents on or within the SCHA properties, and to report incidents to the Tribe's emergency services departments.
- Ensures Housing subdivisions are paroled by Security Officers on a regular basis to deter criminal activity and to report any unusual activity.
- Maintain an effective communication program to ensure Security Officers provide daily reports of all activities and incidents, and initiate protocol to report to the proper authorities any violations of the SCHA lease agreements, San Carlos Apache Tribal Codes applicable to safety, criminal activity, use or possession of illegal substances, neglect/abuse of others and housing unit, and other instances to protect the SCHA.
- Formulate and maintain the crime prevention program - prepare and present information to the tenants on home safety, security and crime prevention; work closely with local law enforcement and other emergency service agencies; and participate in all crime prevention activities sponsored by the SCHA.
- Develop and implement security policies, protocols and procedures.
- Maintain a budget for security operations and monitoring expenses.
- Manage the surveillance system and develop a surveillance program to protect the assets of the SCHA and to monitor the SCHA communities for safety protocols & crime prevention; work with the SCHA Information Technology Division to upkeep surveillance equipment and software.
- Provide weekly Department Reports to the Executive Director and monthly Reports to the SCHA Board of Commissioners.
- Perform other duties assigned.

MINIMUM QUALIFICATIONS:

1. Associate degree in criminal justice, prelaw or related field and 3 years supervisory experience in the legal field.
2. In lieu of education, any combination of training, education or work experience equivalent to 6 years in a lead position as a security officer or law enforcement officer.
3. Must have a high school diploma or G.E.D.
4. Must have no criminal convictions within the past 12 months from the date of the application.
5. Must have no felony convictions.
6. Must be at least 21 years of age.

Knowledge, Skills and Abilities:

- Knowledge of generally accepted security policies and procedures.
- Knowledge of security threats and the enforcement of an effective emergency safety plan.
- Knowledge of law enforcement crime reporting and coordination procedures.
- Knowledge and skill in security management practices, including recruiting, training, and supervising employees.
- Skill in conducting regular inspections of buildings, housing units, and surrounding properties and areas.
- Skill in initiating and performing security investigations throughout all operations, and accurately report findings to management.
- Skill in effective communication, including the ability to clearly communicate with customers and employees at every level, in any situation in writing and/or verbally.
- Skill in leadership that will motivate the security team and company employees to a high level of understanding regarding various safety precautions.
- Ability to effectively coordinate meetings, investigations and safety/security functions.

- Ability to communicate effectively in speech and writing with members of management, law enforcement, customers, employees and government agencies as required.
- Knowledge in proficient operation of security equipment software including the use of Microsoft programs (Excel, Outlook, Word, Internet Explorer).
- Ability to perform basic mathematical skills to calculate budgets and costs for training, technology and security systems information.
- Ability to work independently, and as a part of a team when needed.
- Ability to perform administrative skills such as filing and data entry.
- Ability to work evenings and weekends.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

1. Work is performed inside an office environment as well as outdoors.
2. Work may require frequent standing, walking and bending.
3. Incumbents may be exposed to repetitive motion and vision to monitor.
4. Incumbents may be required to operate a SCHA-vehicle.
5. Incumbents may be required to travel to various SCHA Project Sites.

ADDITIONAL REQUIREMENTS:

1. Must have a valid AZ Driver's License.
2. Must pass a pre-employment drug test.
3. Must submit certified 5-year MVR and be insurable under SCHA vehicle insurance.
4. Must submit college transcripts.
5. Must submit evidence of professional licensure, if applicable.
6. Applicants will be subject to and must pass a background investigation with favorable determination.