



**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY
HUMAN RESOURCES DIVISION**

**Position Open: November 15, 2019
Position Closing Date: November 22, 2019**

Job Announcement

**Position: SECURITY COORDINATOR
Salary: \$57,006 - \$74,107**

Under supervision, to assist in coordination with local and state government officials concerning drug and other crime problems in affordable housing; and to do related work as required

MDHA offers competitive salaries and an amazing retirement program. Our Mission is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.

REQUIRED EDUCATION, EXPERIENCE AND LICENSES:

Bachelor's Degree in Criminal Justice or a related area plus three (3) years of experience as a sworn Police Officer with the Metro Nashville Police Department or a combination of education and experience that provides the necessary knowledge, skills and abilities to perform the duties and responsibilities.

Candidates with accreditation earned in foreign institutes are encouraged to apply

ESSENTIAL FUNCTIONS

- Serves as a liaison between MDHA and the Law Enforcement community;
- coordinates the flow of information between MDHA and the Law Enforcement community;
- administers the implementation of the safety and security programs in affordable housing facilities;
- coordinates crime awareness and prevention training for residents and staff;
- assists in the coordinating and monitoring of the activities of the MDHA Task Force, or other law enforcement officials working to secure MDHA properties;
- monitors the payroll of MDHA Task Force and other officers working to secure MDHA properties;
- monitors the activities of the security guards to ensure effective coverage and proper billing;
- prepares crime reports, trespass list and investigation of criminal activities;
- monitors the security surveillance system and intrusion alarms in building and facilities;
- Manage the entry and safety systems for all the building and facilities;
- Serve criminal notices;
- Coordinates security for disciplinary/grievance hearings and other events.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Behavioral Skills:

- Knowledge of Metro Nashville Police Department operations and the ability to work effectively with Police Officers;
- knowledge of drug education and treatment programs; knowledge of criminal law and crime prevention methods;
- ability to establish and maintain effective public relations;
- knowledge of criminal justice system;
- ability to analyze law enforcement problems and to adopt an effective course of action;
- ability to prepare accurate comprehensive reports;
- ability to use initiative, judgment and discretion and make independent decisions as required.
- Ability to perform work with or without an accommodation that requires sitting, standing, and walking, dexterity of hands and clarity of vision, speech and hearing and powers of observation; other physical duties as required.

EQUIPMENT USED

General office equipment, surveillance equipment, recording devices, personal computers and automobile.

SUPERVISION EXERCISED

May supervise security and clerical employees

LICENSE REQUIRED

Valid Tennessee driver's license; license to carry a firearm may be required.

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.

Apply at www.Nashville-MDHA.org. Upon reviewing all applications submitted for job openings, the Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace

**Metropolitan Development and Housing Agency
701 South Sixth St.
Nashville, Tennessee 37206
www.Nashville-MDHA.org
TDD#252-8599**

To request a reasonable accommodation or assistance with language interpretation, please call 615-252-8550.