

## Job Description

**Job Title:** Public Safety Supervisor  
**JD #:** PS1  
**Department:** PUBLIC SAFETY  
**Reports To:** Director of Public Safety  
**FLSA Status:** Exempt  
**Approved Date:** 2023

### JOB SUMMARY

The Public Safety Supervisor is responsible for a team of Public Safety Officers (armed and unarmed) who enforce all Housing Authority rules and regulations, applicable laws and performs a variety of security and safety-related functions. The supervisor must be well versed in Missouri Title 17 authority and restrictions for security officers.

### ESSENTIAL FUNCTIONS

#### Essential Duties and Responsibilities

*The duties listed below illustrate the various types of work that may be performed. The omission of any specific statement of duties does not exclude the supervisor if the work is similar, related, or a logical assignment in association with the position.*

1. Review and remain current on all relevant rules and regulations concerning Public Safety and maintain all departmental policies and procedures.
2. Supervise staff, providing ongoing assistance to support a positive and productive working environment. Approve and oversee the selection, employment, training, direction, supervision, utilization, evaluation, and discipline of public safety officers and makes recommendations for other personnel-related activities. Set standards, framework, performance indicators and protocols. Identify necessary responses to overcome performance issues and take appropriate action where required.
3. Conduct daily roll calls and monthly strategy meetings with subordinates to maintain consistency in all operations.
4. Coordinate, supervise, and report daily activities of public safety officers to the director of public safety. Establish security patrols, tours, investigations, and set priorities.
5. Formulate safety and security plans and risk management plans as necessary. Regularly conduct safety and security inspections, evaluations, and review all HAKC properties and physical assets. Forward security and safety recommendations to the Director of Public Safety for implementation approval.
6. Conduct follow-up investigations of reports of suspected criminal activity, lease violations and safety standards occurring on Housing Authority properties. Ensure appropriate action is taken and applicable reporting procedures are followed in a timely and accurate manner.

7. Review and assign all Police and Fire reports for emergency and non-emergency calls involving Housing Authority properties, employees, and residents. Report all problems or emergency situations to proper authorities. Review and discuss reports with the Director of Public Safety to determine the final disposition.
8. Work closely with the legal department, Housing Authority staff, and state courts during the eviction process, to include legally aiding assigned law enforcement officials during court ordered evictions; Work closely with property management on problem solving as well as maintaining and disseminating information relative to criminal activity, lease violations, banned violators, safety plans, risk management, and traffic related issues.
9. Analyzes information regarding crime statistics, intelligence, and security concerns provided by sources such as local, state, federal law enforcement agencies, and or other reliable sources.
10. Oversee all assigned cases and investigations and forward to the Director of Public Safety for review and final disposition.
11. Maintain the Record Management System (OMNIGO) and address any problems or concerns relative to the systems functions.
12. Oversee the processing and assignment of criminal background checks. Assure they are completed in a timely manner.
13. In partnership with stakeholders, implement proven safety and security protocols at assigned properties and facilities. Work with KCPD on crime free multifamily housing initiatives and training programs.
14. Respond to any complaint against Public Safety Officers, as well as any use of force action taken by a Public Safety Officer. Consult with the Director pertaining to investigative findings and make recommendations for disciplinary action if necessary.
15. Ensure annual licensing requirements stipulated by KCPD are maintained.
16. Maintain statistical information relative to crime/incidents of concern.
17. Responsible for ordering uniforms, equipment and supplies for the department and enforce the uniform dress code policy.
18. Provide oversight for all public safety department vehicle maintenance and repair. Respond to all vehicular accidents involving Public Safety Officers. Investigate and review the incident and report findings to the Director of Public Safety.
19. Assist Director of Public Safety In identifying high risk areas and initiates appropriate crime prevention measures to reduce risk exposure.
20. Be available to work a flexible schedule to meet security needs, meetings, and after hour call outs. Act for the Director of Public Safety in his/her absence.

## **QUALIFICATIONS**

### **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 Housing Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

*Commitment:* Sets high standards of performance; sets goals and objectives and works hard/smart to achieve them; strives for results and success; works hard to resolve issues completely; will persist despite obstacles and opposition.

*Customer Service:* Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors, and measures the needs of both internal and external stakeholders; talks and acts with the customer in mind. Recognizes co-workers, residents, and guest as valued stakeholders. Understands and demonstrates professionalism, honor, integrity, service, and sacrifice. Is willing to help others without hesitation or resistance. Displays a high degree of professional maturity and emotional intelligence.

*Effective Communication:* Ensure important information is passed to those who need to know; convey necessary information clearly and effectively orally or in writing. Demonstrate attention to, and conveys understanding of, the comments and questions of others; listens effectively, and can follow lawful instructions from superiors in a manner that is free of behavior that displays hostility, negativity, or insubordination.

*Initiative:* Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work. Seeks positive solutions to problems and is results driven. If in doubt as to duty related activities, will respectfully seek clarity from their superior director.

*Responsiveness and Accountability:* Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work. Is willing to assist others as necessary to meet and exceed organizational expectations. Can work positively, responsibly, and legally with minimal supervision.

*Teamwork:* Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; greatly supports and assist in everyone's efforts to succeed. Is committed to working collaboratively with others to accomplish positive outcomes. Is willing to promote and share in the success of others. Displays a pleasant demeanor and positive disposition.

*Leadership:* Provides direction by clearly and effectively setting course of action for department and subordinates; manages performance by providing regular feedback and reinforcement to subordinates.

### **Job Competencies**

1. Must have prior experience in the field of Law Enforcement, the Sheriff's Department, or as a Class A Armed Supervisor.
2. Before or after employment with the Housing Authority, must not be convicted of a felony crime or a domestic violence related charge.
3. Must be no less than 21 years of age.
4. Must be willing to submit to and pass a background investigation.
5. As a condition of employment, must pass, obtain, and maintain the annual firearms qualification required by KCPD, pertinent to investigatory or security licensing; qualifying and carrying a self-purchased firearm (9mm or 40cal) is required for this position.
6. Must maintain an official valid state issued driver's license. Must have the ability to safely operate Housing Authority vehicles in all weather conditions. Candidate must have the ability to safely respond in vehicles to incidents of concern occurring on Authority properties.
7. Must be able to maintain the confidentiality of sensitive duty related information and communications. Must maintain positive social media interactions.
8. Considerable knowledge of applicable federal, state, and local laws, codes, and regulations; modern managerial principles and practices to achieve goals and motivate employees.
9. Knowledge of rules and regulations relating to Public Safety programs; procedures used to establish and maintain effective working relationships with government officials and Housing Authority directors and managers; risk management assessments and development of risk reduction programs.
10. Ability to effectively plan, develop, and implement policies, procedures, and staffing for the assigned programs; manage the activities of the subordinate Public Safety staff to achieve program goals and motivate employees,
11. Have the ability to plan, organize, assign, direct, train and evaluate all public safety staff; evaluate performance and ensure timely performance evaluations of department staff.
12. Exhibit good writing skills necessary for report writing, business letters, expositions and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.
13. Ability to operate computer and other office equipment, use applicable software such as Microsoft Outlook, Excel, and Word.
14. Ability to establish and maintain effective, professional, and tactful working relationships with co-workers and persons outside the Housing Authority.
15. Must be punctual and maintain good attendance.

### **EDUCATION AND EXPERIENCE**

Associate degree in criminal justice, risk management or related field or successful completion of a police academy program; two (2) years of experience in public safety, law enforcement or a criminal justice program; a minimum of three (2) years risk management experience; and a minimum of two (2) years of supervisory experience.

The following Certifications must be obtained within ninety (90) days of employment or other allowable period of hire as authorized by the Executive Director or his/her designee:

- Class A Armed Private Officer License through the Kansas City Police Department (KCPD) or other equivalent license required.
- Possession of or ability to be trained in CPR and First Aid (employer provided training)

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

*Incumbent(s) must be able to meet the physical requirements of the classification and have mobility, balance, range of motion, coordination, vision, hearing, speech, and dexterity levels appropriate to do the essential functions that may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed in both an office and non-office environment, that may include exposure to variances of climate conditions, as well as other natural, un-natural, or unpredictable events or conditions. Employee awareness and preparedness are essential in meeting the demands and conditions that may exist relative to the essential job functions. The noise level in the work environment may also vary based on varying factors and conditions.

### **OTHER REQUIREMENTS**

1. Must possess a valid driver's license.
2. May be required to occasionally work an unusual schedule.
3. Must work with the highest degree of confidentiality.
4. Must pass a baton and handcuffing defense tactics training course.
5. Must pass employment drug screening & criminal background check.

The Housing Authority of Kansas City, Missouri is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director. Employment with the Housing Authority of Kansas City, Missouri is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.