

**HOUSING AUTHORITY OF THE CITY OF LONG BRANCH**  
**JOB DESCRIPTION**

**POSITION TITLE:** Security Monitor  
**DEPARTMENT:** Administration  
**REPORTS TO:** Executive Administrative Assistant  
**Employment Status:** Regular Part-Time (20 – 30 hours per week)  
**FLSA Status:** Non-Exempt

**SUMMARY:** We are seeking an individual that has an interest in safeguarding property and providing security for the wellbeing of residents. In this position, you will prevent theft, violence, and infraction of rules by maintaining a high visible presence and preventing all illegal or inappropriate actions. This is accomplished by being a reliable, professional security monitor and by patrolling and monitoring our premises. You must detect, deter, observe, and report all issues to increase overall safety in our facility.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following but are not limited to the job specifications contained herein. Additional duties or job functions that can be performed safely may be required as deemed necessary by supervisory personnel.

- Monitor LBHA's property and maintain a safe and secure environment
- Watch for signs of crime or disorder; investigate disturbances
- At all times act lawfully in direct defense of life or property
- Act as a consistent presence to deter criminals
- Request violators of rules and regulations to vacate premises
- Report any suspicious/unusual occurrences to proper authorities and Management
- Patrol premises randomly and regularly, including buildings and perimeter
- Monitor and control access of building entrances
- Sign resident guests in and out using proper sign in/out Housing Authority forms
- Visually inspects window bars, doors, locks and other fixtures to make sure that they are secure or properly locked and have not been tampered with in order to prevent theft, unlawful entry, etc.
- Monitor alarm systems and video cameras
- Obtains help by alerting Police Department / Management when necessary

- Complete reports by recording observations, information, occurrences, and surveillance activities.
- Clock in and out at the beginning and end of each shift. If system is down and you are not able to punch in or out, a paper timesheet, with accurate times must be submitted the next business day for Supervisor signature.

#### **REQUIREMENTS:**

- High school degree or equivalent.
- Working knowledge of public safety and security procedures/protocols.
- Ability to comply with all laws and LBHA policies, rules and regulations.
- Keen surveillance skills and detail orientation
- Integrity, professionalism, and character beyond reproach
- Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.
- Ability to read, write, speak understand and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Ability to understand, remember, and carry out oral and written directions.
- Ability to learn quickly from oral and written explanations and from demonstrations.
- Ability to work harmoniously with associates and others. Responsible for courteous and efficient responses in every situation.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Responsible for written report of unusual or extraordinary circumstances regarding the property or residents on Housing Authority forms

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**LANGUAGE SKILLS:** Ability to read a limited number of two and three syllable words and basic numbers. Ability to speak simple sentences.

**MATHEMATICAL SKILLS:** Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**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. The employee must frequently lift and/or move up to 35 pounds and occasionally lift and/or move up to 50 pounds. Requires frequent standing, stretching, bending, stooping, squatting, walking, pushing and pulling, and lifting of objects weighing up to 35 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK 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. While performing the duties of this job, the employee is regularly exposed to outside weather conditions.

**NEW JERSEY RESIDENCY LAW:** Pursuant to “*New Jersey First Act*,” N.J.S.A. 52:14-7 (P.L. 2011, Chapter 70), effective September 1, 2011 all newly hired employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one year after the date of hire to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.

**This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.**

I, \_\_\_\_\_ have read the above job description for my position, I fully understand the contents, and I shall perform these duties to the best of my ability.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_