

## **ANTI-DRUG SECURITY PROGRAM COORDINATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for coordinating and administering all aspects of the Anti-Drug security Program for the Poughkeepsie Housing Authority in accordance with general guidelines established by HUD. Work is performed under the general supervision of the Executive Director.

### **TYPICAL WORK ACTIVITIES:**

1. Develops Tenant Patrol program with the tenants in coordination with the local police department;
2. Develops comprehensive Anti-Drug Educational Program with tenant leadership and representatives from the City of Poughkeepsie Police Department and/or Poughkeepsie City School District;
3. Submits quarterly narrative report on all work and accomplishments to HUD with CIAP Quarterly report;
4. Establishes and maintains relationships with Anti-Drug/Security Program Coordinators within the state to establish mutually beneficial strategies in combating drug use problems;
5. Develops and maintains relationships with federal and state agencies that regulate or otherwise affect the Anti-Drug/Security Program;
6. Holds quarterly drug educational conferences for youth and/or adults at the projects;
7. Meets with tenants and the local community to identify the nature and scope of drug/security problems and how they can best be resolved through a comprehensive approach implemented on a regular basis;
8. Keep a record of statistics and data relating to the Anti-Drug/Security Program and crime at the project level;
9. Develops and implements a comprehensive public relations program with local media;
10. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of social problems effecting the economically disadvantaged; good knowledge of modern recordkeeping and reporting methods; good knowledge of local, state and federal agencies involved in anti-drug programs; working knowledge of causes of drug abuse; working knowledge of laws governing drug abuse; ability to coordinate and administer an anti-drug security program; ability to prepare a variety of public relations materials; ability to communicate both orally and in writing with a variety of individuals and groups including state and local officials, tenants, community groups, etc.; ability to establish and maintain effective relationships with officials, fellow workers and the public; initiative; resourcefulness; leadership; tact; courtesy; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one (1) year of experience in law enforcement, drug counseling or administration of a substance abuse program;
- OR: (B) Five (5) years of experience in law enforcement, drug counseling or administration of a substance abuse programs;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

HU4202

ADOPTED: 05/02/89