

## **Position Description**

### **Residential Security Coordinator**

#### **Basic Function of the Position:**

The Residential Security Coordinator (RSC) oversees and coordinates all aspects of the RSO's Residential Security Program. Must be able to perform site visits and physical security inspections of potential residential housing.

#### **Major Duties and Responsibilities:**

Utilizes department standards and post specific requirements, develops and continually revises the post security checklist for single family residences and apartments. Utilizes this checklist to conduct pre-leasing security inspections on prospective and existing mission residences, documenting required security upgrades and recommendations to ensure that the residence will meet post specific standards. 25%

Assists GSO in coordinating and scheduling installation and maintenance of embassy funded security equipment, providing guidance to installers and re-inspecting completed work. Attends regularly scheduled GSO housing meetings, provides advice on security aspects of existing and prospective housing and expertise on DOS and post specific residential security requirements. 25%

Monitors residential security equipment inventories and orders additional equipment as supplies are expended. 10%

Conducts briefings for newly arrived employees on how to properly use residential security assets. 10%

Create and utilize a residential security database to track residential security upgrades and ensure that all residences receive patrol services. 10%

Prepare yearly budget for submission to Post and Department. The residential security budget averages around \$100,000 per year. 5%

Ensure that post residential security hardware is removed when residence leases are not renewed. 5%

Coordinates with local guard force to ensure all new residence have been added to their routes or removed when houses are given up. 5%

Responds after hours when necessary to fix residential alarms.  
5%