

Community Security and Compliance Manager

Location:

English Turn

Company Overview:

English Turn is a premier organization dedicated to providing a luxurious and secure living environment in our high-end community. We prioritize service excellence and ensure that our residents enjoy the highest standards of compliance and security.

Position Type:

Salaried

Reports To:

ET POA Executive Director

Salary:

\$40,000 – \$60,000 annually (commensurate with experience and qualifications)

Education/Experience Requirements:

Bachelor's Degree and/or a minimum of 5 to 10 years of experience in security management, compliance enforcement, or related fields, preferably in high-end residential communities.

Job Purpose:

This position is responsible for ensuring that the English Turn community maintains a proper security and safety posture while overseeing compliance with the English Turn Covenants, Conditions & Restrictions (CC&R), By Laws, and Architectural Standards Committee (ASC) Guidelines. The role also serves as the English Turn Property Owners' Association's Emergency Manager.

Key Responsibilities:**Security Duties:**

- Constantly review and observe the security posture within the community to ensure resident protection.
- Inspect and validate that security measures, including fencing, are maintained.
- Serve as the liaison to the security company, ensuring coordination without interfering with security operations.
- Follow up on residents' security concerns, elevating issues to the security company's supervisor or the ETPOA Executive Director as necessary.
- Conduct periodic patrols to identify violations and safety concerns.
- Manage documentation related to on-site vehicle accidents and coordinate with insurance agencies as needed.
- Chair the Security Committee and respond to safety/security complaints from residents.

Compliance Officer:

- Conduct inspections of residential properties and issue violation notices if necessary, following up until issues are resolved or further action is taken.

- Monitor compliance with community standards regarding lawn care, signage, and property aesthetics.
- Conduct routine inspections and recommend corrective actions to the Director of Operations based on findings.
- With the contracted architect and Director of Administration, conduct final inspections on new home constructions to ensure compliance.
- Closely monitor approved ASC projects to identify unapproved work and keep worksites clean.

Emergency Management:

- Develop and implement emergency management plans, preparing the community for hurricane season and other emergencies.
- Serve as the English Turn Incident Commander during emergencies, coordinating efforts with local authorities.
- Conduct After-Action Reviews (AARs) with key personnel after significant events to improve future crisis management.
- Maintain and continuously update all emergency operations plans.

Staff Supervision and Communication:

- Lead and support security staff, providing training and guidance to uphold community safety standards.
- Act as the primary liaison for residents regarding compliance concerns, professionally addressing inquiries and resolving issues.
- Assist office staff with administrative tasks related to compliance and security operations.

Skills/Qualifications:

- Emergency Management and/or Law Enforcement background/experience preferred.
- Completion of ICS training (100, 200, 300, 400, 700, & 800) is desirable.
- Strong leadership, communication, and interpersonal skills.
- Ability to make quick and effective decisions under stressful conditions.
- Must possess a current LA Driver's License and a reliable vehicle with insurance coverage.

Benefits:

- Comprehensive health, dental, and vision coverage.
- Paid vacation, sick/personal time, and holidays per HR guidelines.
- 401K eligibility after 6 months on the job.
- Opportunities for professional training and development.

How to Apply:

Interested candidates are invited to submit their resume and cover letter to the English Turn POA Executive Director at 13 Clubhouse Drive, NOLA 70131. Join us in maintaining the high standards of living expected in our exclusive community!