

DIRECTOR OF PUBLIC SAFETY

SUMMARY: Responsible for developing, implementing, and managing all aspects of the public safety, security, and emergency preparedness programs for the MCCA. Oversees and is responsible for management and administration of 150 full and part time employees. Develops and oversees the departments operating and capital budgets. Develops and maintains all Authority wide fire safety & prevention plans which include facility specific plans as well as event specific plans. Responsible for the creation and management of all MCCA event specific security & safety plans for each event, meeting, exhibit, and show that occurs at all MCCA facilities in accordance with all applicable federal, state, and city laws.

ESSENTIAL DUTIES & RESPONSIBILITIES: The Authority's Chief Information Security Officer may designate various other activities. *The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable.*

Leadership

- Responsible for the overall development of Public Safety personnel through leadership, training, coaching, and mentoring.
- Responsible for the oversight, management, and delivery of training curriculum for Supervisors, Officers, and Event Officers (Full & Part Time) and to assess and evaluate the effectiveness of training programs.
- Develop, manage, and deliver comprehensive yearly training and exercise plans with the Public Safety Department management team.
- Provides for the training, development, mentoring and evaluation of staff. Commends and rewards staff when appropriate.
- In consultation with Human Resources, recommends hiring of department staff, and disciplines staff when violations of law, policy, rules and/or procedures are present.
- Administers public safety related policies, rules and procedures, and directs subordinates in carrying out day-to-day public safety related duties.
- Responsible for the coordination between the MCCA Public Safety Department and the Public Safety Officer's labor union, including steward meetings and grievances.
- Oversee the background screening and investigation process for all new hires, and in conjunction with Human Resources, coordinates with the contractors who conduct background investigations and review the results of all background investigations.

Safety/Security:

- Plans, develops, organizes, implements, directs and evaluates the Public Safety and security needs of the Authority that are utilized throughout all MCCA facilities.
- Proactively identifies opportunities to enhance public safety and security operations through continuous evaluation and improvement.
- Acts as the unifying focal point for all public safety and security related policy, plans, and operations for all MCCA facilities.

- Establishes the appropriate levels of security for each MCCA facility and ensures all applicable security protocols are being enforced including but not limited to the MCCA Badge & Contractor ID Policy.
- Continues to review and update emergency plans and public safety/security policies and procedures.
- Responsible for evaluating and recommending all electronic security & safety systems for the MCCA that will enhance the overall quality and efficiency of security & safety technology programs.
- Remains current on issues regarding changes to technology and laws, ordinances, rules and /or procedures affecting the public safety/security industry to ensure compliance and the safety and security of staff, guests, and attendees.
- Develops establishes standards for public safety/security needs for each MCCA facility and on an event by event basis.
- Prior to, during and following events, works in conjunction with other departments, clients and client contractors related to event security and public safety needs.
- Interprets public safety / security rules and procedures and directs subordinates in enforcing compliance.
- Responsible for assigning personnel as lead investigators relating to incidents requiring investigation at all Authority facilities.
- Maintains working knowledge of all event related security contracts, approves event security staffing and cost estimates for show management and exhibitors and performs billing reviews.
- Responds to and/or assists subordinates in responding to emergency calls for service and acts as the MCCA Incident Commander when applicable.
- Conducts internal MCCA investigations when necessary and documents findings.

Emergency Preparedness

- Engages in ongoing emergency preparedness efforts at all facilities, directing the entire public safety department and Authority in the creation, training and exercise of emergency and life safety plans, procedures and protocols.
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- Establishes and maintains partnerships with neighboring properties and emergency first responders with the Federal, State, and City agencies.
- Assess and develops emergency procedural plans and presents recommendations to the MCCA leadership on an ongoing basis.
- Responsible for the overall development and management of MCCA Emergency Preparedness strategies, including the training of MCCA personnel.
- Responsible for ensuring all Public Safety Department personnel (Full & Part Time) have a detail understanding of each facility's Emergency Operations Procedures including but not limited to Facility Evacuation Procedures.
- Develops and enforces a schedule of inspection to insure that all fire and medical equipment is inspected in accordance with professional guidelines and applicable laws and ordinances
- Directs the inspection of the premises to test alarm systems, detect safety hazards, and to ensure that safety rules are posted and enforced.
- Ensures that the framework of national incident management system (NIMS) including Incident Command System (ICS) is being utilized during any emergency response on behalf of the MCCA.

Risk Assessment

- Conducts threat/risk assessments of all Authority facilities to determine the vulnerabilities of the facilities to include, internal as well as external threats and potential for losses.
- Engages in threat mitigation strategies in order to eliminate and/or reduce the threats/ risks determined by such studies.

- Frequently communicates with insurance representatives in this area.
- Responsible for the ongoing intelligence collection, threat vulnerability assessment, and/ or any like methods required to protect the Authority from a range of threats.

Operations

- Monitor and evaluate departmental operations with the aim of developing ideas and activities that will allow the staff to perform those functions in the most creative, cost effective and economical method while ensuring that staff and security procedures within facilities are responsive to the needs of the client.
- Prepares and monitors the Public Safety Capital & Operating budgets and forecasts needs and ensures compliance with organizational expenditures.

External Relations

- Acts as the Authority's liaison with federal, state and local law enforcement agencies, fire, EMS and civil defense agencies in order to coordinate operations, detect and deter crime and terrorism, and in order to prepare for and respond to emergencies at all Authority facilities
- Develops a working relationship with surrounding communities and facilities to respond effectively to emergencies which may from time to time impact the MCCA facilities.
- In conjunction with the proper authorities, direct activities during fires, storms, riots, medical and other emergencies.
- Represents the MCCA with all public safety and security industry organizations, addresses community issues and attends relevant meetings as appropriate.

SUPERVISORY RESPONSIBILITIES: Directly supervises the Senior Public Safety Manger- Event Operations and Senior Public Safety Manager-Facilities Operations. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Acts as liaison to contract security services and provide on-site direction to contracted security company employees.

SUPERVISION RECEIVED: Minimal supervision is provided by the Chief Information & Security Officer and includes assignment of duties, inspection of work, training, coaching, and performance evaluation.

EDUCATION/ EXPERIENCE: Bachelor's degree in Criminal Justice or related field and 6/10 years' experience at a management level; significant experience in public safety; established, extensive positive working relationships with all federal, state, and local law enforcement, public safety, and emergency medical personnel is highly desirable.

- Must have a strong understanding of the Department of Homeland Security (DHS) National Incident Management System (NIMS) and demonstrate successful completion of Incident Command System classes ICS 100/200/300. CPR and First Aid Certified; Convention Hospitality industry experience would be helpful but not required;
- Knowledge of state-of-the-art computer word processing and analytical tools such as excel; a well-organized individual who is a team player and can relate to people at all levels of an organization;
- Must possess excellent communication skills, flexibility and is committed to the MCCA's Mission.

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.

SPECIAL CONDITIONS OF EMPLOYMENT: Candidates who have received a conditional offer of employment must satisfactorily pass a pre- employment screening for controlled substances and alcohol, criminal records review, back ground and reference check, and pre-employment physical. Employees will be subject to random, reasonable suspicion, and post-accident controlled substances and alcohol testing and to periodic review of criminal records as determined by MCCA.

WORK SCHEDULE: The work schedule for this position typically fluctuates based upon the needs of a particular event or project, which would require the ability to work a flexible schedule including late nights, early mornings, long days, weekends and holidays. Travel to other MCCA facilities may be required.

DRESS CODE: In order to project dignity and decorum expected by the public, appropriate dress and good grooming are expected of all employees

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