



Public Safety Department

Assistant Director, Public Safety

Grade: 923 **Union:** MAPS (Unrepresented) **Salary Range:** \$85,660.00-\$136,935.00 **Midpoint:** \$ 91,572.50

GENERAL DESCRIPTION OF POSITION:

The Assistant Director of Public Safety is a highly responsible professional who will provide leadership, direction, and control the day-to-day operations within the Public Safety Department of the Baltimore Convention Center (The Center). The results of their efforts ensure that they, and their team, provide for the safety of the staff, clients, guests, and facility.

The Assistant Director of Public Safety will collaborate with internal departments, public safety entities, and numerous City agencies on a daily basis to ensure safety plans provided for events are implemented and where necessary, design plans for them.

This position is a part of the Public Safety Department and reports directly to its Director. All actions of the Assistant Director must be in accordance with the policies and procedures of the BCC and the City of Baltimore.

This position reports directly to the Director of Building Services and manages Convention Center Public Safety Supervisors and Officers who are tasked with patrolling and securing the Center 24 hours a day and responsible for overseeing the public safety officers work and ensuring that the officers are in compliance with all Center policies, programs, and procedures. The work requires considerable contact with the general public and inter-agency law enforcement and public safety officials. The incumbent must be able to work a flexible schedule, including days, evenings, nights, weekends, and holidays and is on call 24 hours a day.

DISTINGUISHING FEATURES OF THE WORK:

The Assistant Director of Event Operations is an exempt-from-overtime position and is classified as essential personnel within the City of Baltimore. The work of this individual involves working evening, weekend, and holiday hours as well as being on call 24-hour in the support of their department.

TYPICAL EXAMPLES OF THE WORK: *(The following examples illustrate the work performed in this position. Position may require some or all of these examples; this list is not inclusive. Position may require related duties not listed if necessary to accomplish the work of the agency.)*

- Provides leadership, direction, control, and supervision for the Center's Public Safety Department including but not limited to scheduling, training, deploying personnel, developing and implementing

policy and procedures, rewarding and disciplining staff, and preparing and conducting performance evaluations.

- Insures proper operation and legal compliance of the Center's intrusion alarm systems; Closed Circuit Television (CCTV) monitoring systems; fire detection, prevention, and suppression systems; and observes, detects, and corrects safety hazards.
- Examines and maintains proper operation of equipment including fire extinguishers, fire doors, fire hoses, communication equipment, and takes action to assure that equipment operates as intended and remains serviceable.
- Plans, organizes, and coordinates the work and schedules for the Center's Public Safety Department.
- Implements internal controls to guard against theft, waste, and abuse of Center property.
- Anticipates, prevents, and takes appropriate measures to protect against criminal activity.
- Provides a daily assessment report and briefs the Director of Building Services on all activities, incidents, and significant investigations at the Center.
- Implements internal controls for maintaining and safeguarding Center keys and locks.
- Interacts with local police, fire departments, and other relevant Federal, State, and Local agencies as necessary.
- Enhances the safety of all Center and emergency personnel, equipment and facilities.
- Assists in the development of security response program in anticipation of emergencies such as civil and other disorders.
- Analyzes and makes recommendations regarding the Center's public safety needs.
- Develops, implements, and conducts departmental orientation and in-service training programs.
- Represents the Public Safety department in conjunction with other departments, clients, and/or contractors in meetings (before, during, and after events) regarding public safety, security, and medical needs and inspects and approves all event floor plans to insure compliance with related rules, procedures, and permit requirements.
- Provides input on financial matters including but not limited to budget forecasts which includes staffing needs and projecting over-time expenditures.
- Participates in educational meetings as required.
- Performs other related tasks as assigned.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:

- Thorough knowledge of public safety/security, property management, operations, and investigative procedures.
- Demonstrates emotional stability during periods of tension and stress while carrying out assigned duties and tasks.
- Ability to recognize emergency situations firmly and objectively and take prompt effective action.
- Ability to comprehend and follow verbal and written instructions.
- Ability to express and articulate ideas clear and concise verbally and in writing.
- Ability to establish and maintain effective working relationships with City officials, executive staff, employees, clients, and the general public.
- Ability to meet local and state requirements for security personnel.
- Ability to stand for sustained periods of time and navigate facility on foot.
- Ability to multi-task in a fast pace work environment.
- Ability to use Microsoft Office products.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Education – A bachelor's degree from an accredited college or university.

Experience – Three to five years experience in public safety, including three years in a supervisory capacity.

Equivalency – High School Diploma or GED equivalent and six years experience in public safety with three years in a supervisory capacity.

LICENSES, REGISTRATIONS AND CERTIFICATES:

A valid Maryland Class C non- commercial driver's license, or an equivalent out-of-state driver's license acceptable to the Office of Risk Management may be required.