



## **Assistant Public Safety Manager- Facilities Operations**

### **Summary:**

In conjunction with the Public Safety Manager provides for the safety of the Authority's staff, visitors, and facilities. Provides leadership, direction, and control of the activities of MCCA Public Safety Supervisors, and Officers. Works closely with the Boston Police Department, Boston Fire Department, Boston Emergency Medical Services, and other relevant Federal, State and Local law enforcement, emergency management, and security related agencies that provide for public safety in the region. May act as Public Safety Manager in his/her absence.

### **Essential Duties & Responsibilities:**

#### The Assistant Public Safety Manager:

1. Requires the ability to maintain confidentiality and manage staff across all MCCA properties
2. Assists with policy development and implementation for the Public Safety Department.
3. Responds to and assists with emergency calls for service.
4. Ensures that all federal, state, and locally required safety permits and rules are properly posted and enforced.
5. Interacts with police, fire, civil defense, emergency management, medical and other public safety agencies regarding issues affecting the Authority, its personnel and its facilities.
6. Assists the Public Safety Manager with the supervision of the Contract Security Services Providers
7. Prior to, during, and following events, works in conjunction with other Authority departments, clients and client contractors related to event public safety, security and medical services.
8. Assists the Public Safety Manager in the inspection and approval of event floor plans to ensure compliance with all public safety related laws, rules, procedures, and permitting requirements.
9. Develops public safety/security related cost estimates for the Authority and performs billing reviews.
10. Establishes and maintains partnerships with members of MCCA working groups including but not limited to Prudential Center Complex Safety and Security Team and the South Boston Waterfront Public Safety Community in order to engage in joint problem-solving and prevention efforts to insure coordination and cooperation in emergency situations.
11. Represents the Authority at public safety, security, emergency management, and medical related meetings of professional organizations in order to develop professional networks in the public safety professions.
12. Assists in the project management when directed by Chief of Public Safety.
13. Prepares and maintains all required departmental reports, records and logs required of the Public Safety Department.
14. Reviews and documents performance of those he / she is assigned to supervise
15. May be required to possess, carry, and / or use equipment containing Global Positioning Satellite (GPS) and / or Radio

**Supervisory Responsibilities:** Directly supervises Public Safety Supervisors and indirectly supervises Public Safety Officers. Provides leadership, supervision, and direction to Public Safety Department employees and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Evaluates rewards, incentivizes, and disciplines PSD employees.

**Education/Experience:** Associates degree from an accredited two-year college or university required. Two or more years experience in police and/or security operations or equivalent combination of education and experience required. Minimum one year (1) management-level experience required. Demonstrated knowledge of developing and maintaining staffing schedules, security, property management, operations, law enforcement policies and investigative procedures are essential. Requires familiarity with electronic surveillance equipment; relational database management systems; fire suppression and detection systems; intrusion alarm systems; access control systems; and a working knowledge of state-of-the-art word processing and computer-related analytical tools and databases, such as Microsoft Word, Excel and Access. Ability to speak, write and understanding languages other than English preferred. Must possess a valid US Drivers License and must have license and a driving record acceptable to the MCCA to operate a vehicle in the State of Massachusetts. It is preferable that the incumbent be CPR and First Aid certified.

Interested candidates, please submit resume and cover letter to [MCCAjobs@massconvention.com](mailto:MCCAjobs@massconvention.com)