



JACOB K. JAVITS CONVENTION CENTER OF NEW YORK®

Job Title: Manager of Field Security Operations

Department: Public Safety Solutions

Supervisor: Kenneth Dixon

Human Resources Representative: Melissa M. Vele

Applicants can submit their resume via e-mail hronline@javitscenter.com or mail to Human Resources, Jacob K. Javits Convention Center of New York, 655 West 34th Street, NY, NY, 10001.

Job Summary:

This position is responsible for the daily management of security operations, enforcement of all policies, procedures and convention center rules and regulations. This position is responsible for the training of the security staff, implementing procedures, conducting investigations and the management of physical building security situated within the convention center and the grounds surrounding the convention center. The Manager of Field Security Operations and Investigations will conduct investigations, implement new security procedures, and provide continual threat assessments for the JKJCC. This position is designed to be pro-active and preventative in scope for threat identification and risk mitigation.

Main Areas of Responsibilities:

- Provides exceptional levels of client and/or guest hospitality at all times and understands he or she represents the Center in how he or she conducts him/herself.
- Ensures the proper staffing and post assignments are strategically placed during all shift hours to meet the ever-changing needs of the JKJCC and/or exhibitors.
- Conducts internal and external investigations.
- Overall responsible for all security field operations.
- Develops and leads a training curriculum for security supervisors and staff.
- Assist in the development and oversight of all loss prevention programs.
- Manages all hand carry operations, 11th Avenue & Inner-road way, to ensure all rule are enforced.
- Assignment of all public safety supervisors with proper training and instructions.
- Responsible for all building or grounds entry points such as roadways, perimeter doors, gates, etc.
- Manages incident reports and collects all required investigative documentation including, but not limited to, statements, photographs, video clips, documentation and all other evidentiary findings.
- Responsible for ensuring all building policies and procedures are followed by all employees, contractors, vendors and visitors.
- Holds public safety supervisors and officers accountable for ensuring all security and building procedures are followed.
- Identifies any security concerns that could lead to theft such as JKJCC or exhibitor equipment or materials left unattended outside or inside the JKJCC.
- Identifies potential theft or security hazards located within the exhibit halls and reports such to show security and JKJCC security management.

Experience, Skills and Abilities Required:

- Bachelor's degree or equivalent combination of education and experience.
- 10 years of progressive security systems and security staff management experience required.
- 10 years of investigative experience.
- The development of "best practice" procedures.

- Familiarity with security training programs.
- Knowledge of CCTV and security systems.
- Experience working with large crowds.
- Card access and alarm systems management.
- NYS security license required.
- ASIS certification as a CPP or PSP preferred.
- Must be able to obtain basic first aid certification.
- Must be able to work weekends and evenings as required.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time, as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988

The policy of this company prohibits any employment practice which in any way discriminated or tends to discriminate against any person, employees, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job related disability, pass service in the Armed Forces of the United States, sex, or age as provided by law.

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