

Job Title: Assistant Director of Security | Dallas Fair Park

Overview:

This position is responsible for directing and managing a professional full-time and part-time security staff (Security Officers). This position manages/oversees the staffing of park security positions, as well as any third-party security vendor(s), surveillance cameras and security equipment. The Assistant Director of Security develops and evaluates security staffing levels for special events, administers Fair Park emergency plan (and training thereon) oversees/implements training exercises, and performs the following duties personally or through subordinates:

Responsibilities:

Leadership

- Responsible for the oversight, management, and delivery of training curriculum, in conjunction with third-party security provider, for Security Shift Supervisors, Security Officers, and to assess and evaluate the effectiveness of training programs for/with third-party vendors.
- Develop, manage, and deliver comprehensive yearly training and exercise plans with the management team.
- Provides for the training, development, mentoring and evaluation of staff.
- In consultation with Human Resources, recommends hiring of department staff, and disciplines staff when violations of law, policy, rules and/or procedures are present, as applicable.
- Administers all security-related policies, rules, and procedures, and directs subordinates in carrying out day-to-day security related duties.

Safety/Security:

- Plans, develops, organizes, implements, directs, and evaluates security staff and security needs of Dallas Fair Park.
- Acts as the unifying focal point for all security and security-related policy, plans, and operations for Dallas Fair Park.
- Establishes the appropriate levels of security for Dallas Fair Park and ensures all applicable security protocols are being enforced.
- Reviews and updates emergency plans and security/security policies and procedures.
- Remains current on issues regarding changes to technology and laws, ordinances, rules and /or procedures affecting the security/security industry to ensure compliance and the safety and security of staff, guests, and attendees.
- Develops/establishes standards for security/security needs for Dallas Fair Park 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 security needs.
- Interprets security/security rules and procedures and directs subordinates in enforcing compliance.
- Responsible for assigning personnel as lead investigators relating to incidents requiring investigation at the Dallas Fair Park.
- Maintains working knowledge of all event-related security contracts, approves event security staffing and cost estimates for show management and performs billing reviews.
- Responds to and/or assists subordinates in responding to emergency calls for service and acts as the Dallas Fair Park's Incident Commander when applicable.
- Conducts internal Dallas Fair Park investigations when necessary and documents findings.

Emergency Preparedness

- Engages in, and is responsible for, all emergency preparedness efforts, directing the entire security department and Dallas Fair Park in the creation, training and exercise of emergency and life-safety plans, procedures, and protocols.
- Establishes and maintains partnerships with neighboring properties and emergency first responders with the Federal, State, County and City agencies.
- Assess and develops emergency procedural plans and presents recommendations to the Dallas Fair Park leadership on an ongoing basis.
- Responsible for the overall development and management of Dallas Fair Park Emergency Preparedness strategies, including the training of Dallas Fair Park personnel.
- Responsible for ensuring all Security Department personnel (Full & Part Time) have a detailed understanding of the Dallas Fair Park's Emergency Operations Procedures including but not limited to Venue Evacuation Procedures.
- Develops and enforces a schedule of inspection to ensure that all life safety 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.

Risk Assessment

- Conducts threat/risk assessments, both with and without the assistance of outside agencies, of Dallas Fair Park to determine the vulnerabilities of the venue to include, internal as well as external threats and potential for losses.
- Engages in threat mitigation strategies, 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 Dallas Fair Park from a range of threats.

Operations

- Monitor and evaluate departmental operations with the aim of developing ideas and activities that will allow staff to perform those functions in the most creative, cost effective and economical method while ensuring that staff and security procedures within Dallas Fair Park are responsive to the needs of the client.
- In association with the Assistant General Manager, prepares and monitors the Security Capital & Operating budgets and forecasts need's and ensures compliance with organizational expenditures.

External Relations

- Acts as Dallas Fair Park's liaison with federal, state, and local law enforcement agencies, fire, EMS, and civil defense agencies to coordinate operations, detect and deter crime and terrorism, and to prepare for and respond to emergencies at the Dallas Fair Park.
- Develops a working relationship with surrounding communities and facilities to respond effectively to emergencies which may from time-to-time impact Dallas Fair Park.
- In conjunction with the proper authorities, direct activities during fires, storms, riots, medical and other emergencies.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

High School diploma or G.E.D.; some college/college degree preferred.

Minimum five (5) years of hands-on security experience in a public assembly facility; experience with large festivals and stadium events required.

Minimum of three (3) years of supervisory experience in security field required.

SKILLS AND ABILITIES:

Proficient in all phases of Security Control Systems and investigations to include fire safety procedures, bomb threats and evacuation in the event of an emergency.

Knowledgeable of the duties of subordinates, if applicable, and rules and regulations of the facility.

Clear police record and ability to qualify under existing State security guidelines.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of Microsoft Word, Microsoft Excel and be internet proficient.

CERTIFICATES, LICENSES, REGISTRATIONS:

Be able to meet all requirements for a Manager License with the Texas Department of Security Private Security Board.

Valid Texas driver's license required.

Spectra, an industry leader in sports, entertainment and venue management, is dedicated to recruiting and developing individuals with the skills, experience, desire, and values to contribute to the continued growth and success of our organization. Together, with our 250+ sports & entertainment venue partners, we transform events into experiences! These experiences create excitement, turn heads, and make memories. Come Join Us! You can learn more about Spectra at www.spectraexperiences.com/

We are strengthened by our differences and united by making a difference. Spectra embraces diversity, equity, and inclusion. We are committed to building a team that represents a variety of backgrounds, perspectives, and the communities that we serve. We strive to create an inclusive culture and equitable workplace where all employees feel valued and can bring their whole selves to work. Not only is it the right thing to do, but we know that diverse, equitable and inclusive teams invite deeper collaboration and understanding, spark greater innovation and achieve higher employee satisfaction.

Spectra is an equal opportunity employer and our employment decisions are made without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, handicap, marital status, or any other status or condition protected by Federal and/or State laws, except where bona fide occupational qualifications apply.