

Georgia National Fairgrounds and Agricenter (GNFA)

Job Description

(Revised 01/2023)

Job Title: **Public Safety Director**
FLSA Status: Exempt
Department: Public Safety/Security
Reports To: Executive Director

Job Summary:

This position is responsible for ensuring the protection and security of the GNFA visitors, employees, facilities, and grounds.

Qualification Requirements:

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 essential functions.

Essential Duties and Responsibilities:

- Patrol property as a law enforcement officer.
- Enforce state law and GNFA policies. Coordinate with department heads regarding specific event rules and regulations.
- Supervise and schedule all security personnel, to include supplemental personnel from other law enforcement agencies during large events such as the Georgia National Fair, Georgia National Rodeo, etc.
- Investigate crimes, accidents, and all claims brought against the GNFA. Submit incident reports to administration in a timely manner.
- Supervise R.V. park operations, reservations, payments, etc.
- Research and select new technologies and equipment to aid in GNFA security efforts.
- Plan and execute traffic control procedures, including parking, for all events.
- Direct safety programs and train personnel in CPR and defibrillator usage.
- Serve as liaison with Federal, State, and Local public safety agencies.
- Maintain security workforce, equipment, and monitoring system.
- Coordinates EMS and Public Safety Emergency Planning.
- Other duties, functions and special assignments as directed by the Executive Director.

Knowledge, Skills and Abilities:

- Proficiency with Microsoft Office applications, including (Word, Excel, Outlook, etc).
- Ability to demonstrate excellent oral and written communication skills.
- Ability to demonstrate supervisory and leadership skills.
- Ability to demonstrate a thorough knowledge of convention/event security planning and related activities.
- Excellent knowledge of and ability to enforce all state and federal laws, as well as the policies and procedures of the GNFA.

Other:

- Travel from office to other location may be required.
- This position may require an irregular work schedule and the performance of work assignments which may not be directly related to job specifications.

Supervisory Control and Responsibilities:

This position has direct supervisory control over the entire security department and assumes control over additional officers during the Georgia National Fair.

Guidelines:

The Public Safety Director must comply with generally accepted management and law enforcement practices as well as relevant State and Federal regulations. Such guidelines are generally clear and specific but may require some interpretation in their application.

Minimum Training and/or Experience to Perform Essential Job Functions:

Incumbent must be certified as a peace officer and possess an Associate's Degree in criminal justice or a related field, with 5-7 years relevant work experience in a law enforcement or security position is required. However, a combination of education and experience may be used to meet minimum requirements.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate in order to give or exchange information, resolve problems, and/or provide service.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication and division. Some work may involve percentages, ratios, and other more complex mathematical computations.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in written form in a professional manner. Primary communication is with GNFA employees, outside officials, agencies and companies.

REASONING ABILITY:

Ability to interpret and understand general business principles, a variety of forms, manuals, regulations and other means of instruction and guidance.

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: While performing the duties of this job, intermittent sitting, standing, bending, or stooping is regularly required. Additionally, the incumbent must be able to routinely lift and/or carry light to heavy objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: The work environment is highly variable and may expose the incumbent to a number of disagreeable elements, separately or in combination, that may result in serious mental stress, incapacitation, total disability, critical illness or loss of life despite the provision or implementation of available safety measures.

I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the GNFA to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ *Date:* _____