



Position Title: Public Safety Officer FT
Department: Security and Safety Solutions
Supervisor: Manager, Field Security Operations and Investigations

Human Resources Representative: Melissa Getz, Human Resources Director. Applicants can submit a resume via e-mail to hronline@javitscenter.com or fax to (212) 216-4484.

Located on Manhattan's West Side, the Javits Center is the busiest convention center in the United States, hosting a variety of events that support New York's hotel, restaurant, tourism and transportation industries. Designed by I.M. Pei & Partners, the iconic venue opened in 1986 and has since become New York's primary venue for large conventions, trade shows and special events, attracting millions of visitors from around the world each year. These large-scale events generate more than \$2 billion in annual economic activity for New York City and New York State and support as many as 18,000 jobs in and around the facility. Operated by the New York Convention Center Operating Corporation (NYCCOC), the Javits Center has 760,000 square feet of total exhibition space, 102 meeting rooms and four banquet halls, as well as a range of technology services, including Wi-Fi access.

Position Summary: Under the supervision of the Manager, Field Security Operations and Investigations, the functions of the Public Safety Officer are as follows:

- Responsible for safeguarding employees, customers and visitors and assets and property of the Center;
- Monitor security and safety activities in and around the Center and report unusual conditions;
- Interact with customers, employees and visitors;
- To assist contractors and show attendees in vehicle and truck locations;
- Participate in crowd control, emergency evacuation and security drills as needed; and
- Perform special assignments as directed.

POSITION SPECIFICATIONS

- High School Diploma or equivalency;
- Must have a valid New York State Security License;
- Must have a valid New York City Fire Guard License (F03);
- At least 3 years-prior security experience;
- Military background a plus;
- Strong Interpersonal skills; and
- Strong verbal and written communication skills.



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SPECIAL CONDITIONS OF POSITION

- Must be able to walk and/or stand for long periods of time;
- Able to follow specific instruction exactly;
- Required to work flexible hours and weekends;
- Job involves rigorous outdoor work;
- Reasonable knowledge of the NY metropolitan area and transportation network; and
- Ability to safely direct vehicular and pedestrian traffic.