

# Classification Description



**Title:** Director of Public Safety  
**Department:** Oregon Convention Center  
**Job Code:** 8161  
**Pay Grade:** 540  
**FLSA Status:** Exempt

**Bargaining Unit:** Non-Represented  
**Established:** 11/2022  
**Revised:**  
**EEO Category:** Officials and Administrators

## CLASSIFICATION DESCRIPTION

This position provides strategic leadership and management to the public safety teams at the Oregon Convention Center (OCC) and strategic consultation to Portland’s Centers for the Arts and Portland Expo Center public safety teams. The position develops strategic, tactical, and risk planning/mitigation processes and procedures to support public safety services to the facilities, staff, clients, attendees, and events at the OCC.

## DISTINGUISHING FEATURES

This is a single classification distinguished by the complexity and breadth of assigned responsibilities and not part of a series.

## DUTIES AND RESPONSIBILITIES

1. Provides strategic leadership, oversees, and orchestrates a multi-faceted approach to public safety (both unarmed security and emergency medical technician) response consisting of human resources, capital and equipment, and policies and procedures to assess and mitigate risk, manage crises and incidents, respond to incidents, maintain continuity of operations, and safeguard the facility and its people. Researches, identifies, develops, implements, and maintains security processes, practices, and policies. Ensures compliance with local, state, and national laws and regulations governing public safety and emergency medical technician response. Manages Public Safety department budget and identifies and develops project scopes for facility hardening and public safety capital projects. Authorizes and approves expenditures. Serves as a member of the OCC Leadership Team.
2. Consults with venue clients and external resources for public safety, threat identification, and risk management. Ensures staff and contractor/police scheduling, deployment is appropriate to mitigate risks and effectively provide public safety to the OCC and events. Oversees physical and electronic public safety systems and software. Attends production, three-month look ahead, lifecycle and other OCC meetings.
3. Sets goals and prepares annual employee performance evaluations for direct reports; ensure staff are trained, engaged, and motivated, resolves grievances and other personnel matters; initiates, implements or oversees disciplinary actions as needed. Facilitates meetings with department staff and committees. This will include monthly team meetings, weekly one on one’s with direct reports, and quarterly to bi-yearly checks in with all line staff.
4. Collaborates with other department management and public safety teams to identify, analyze, and communicate public safety risks to the Portland’s Centers for the Arts and Portland Expo Center. Supports strategic and tactical best practices to leaders and public safety teams.

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5. Proactively supports Metro's goals to advance racial equity, diversity, and inclusion. Understands and appreciates the work to meet the goals and uses a future-focused, dynamic, and innovative leadership style to support OCC's overall efforts, and in the leadership of the OCC Department of Public Safety.

It is the responsibility of all Metro employees to:

1. Actively participates on committees and/or attends meetings as assigned.
2. Fulfills Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability.
  - Builds and maintains positive relationships and contributes to a positive team atmosphere; engages others in ways that foster respect and trust.
  - Encourages and appreciates diversity in people and ideas – seeks to understand the perspectives of others.
  - Provides excellent customer service – assists the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
  - Practices continuous improvement - researches new possibilities, contributes ideas and stays current in field of work.
  - Demonstrates sustainable practices in applicable field and generally for resource use and protection.
  - Works assigned schedule (if applicable) and exhibits regular and predictable attendance.
  - Works in a safe manner and follows safety policies, practices and procedures.
  - Complies with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate.
3. Performs assigned duties during an emergency situation.
4. Performs other duties as assigned.

### **JOB SPECIFICATIONS**

#### **Education/Licensing and Work Experience:**

- Bachelor's degree in relevant field of study and,
- A minimum of two (2) years of experience in public safety and,
- A minimum of three (3) years of supervisory experience or,
- Any combination of experience, education and training which provides the equivalent scope of knowledge, skills and abilities necessary to perform the essential job duties.

#### **Special Requirements:**

Within 180 days of hire:

- Oregon Department of Public Safety Standards and Training Executive Manager Private Security license.
- First Aid and CPR/AED certification.

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- STOP THE BLEED training.
- De-escalation training.
- Trained Crowd Manager.

### **Knowledge, Skills and Abilities:**

- Knowledge of best practices, principles, procedures, regulations, and techniques of Public Safety.
- Knowledge of current and proposed legislation and laws of the local, state, and federal governments that affect Public Safety.
- Knowledge of fiscal management, budget preparation, expenditures control and recordkeeping.
- Knowledge of management and supervisory principles and practices, and organizational development principles and practices.
- Knowledge of leadership theories and practices, work styles and team building.
- Knowledge of advanced project management skills.
- Skill in developing program goals and objectives.
- Skills in customer service and representing the venue to stakeholders, contacts, and customers at the highest professional level.
- Ability to quickly analyze situations and objectively, recognize actual and potential danger and determine proper course of action.
- Ability to communicate effectively, both orally and in writing.
- Ability to analyze and interpret complex data and information; direct others involved with analysis.
- Ability to work assigned schedule and exhibit regular and predictable attendance, as well as flex schedule to cover high-risk events or activities.
- Ability to maintain confidentiality.
- Ability to perform essential duties and responsibilities.
- Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
- Ability to successfully pass the background check and screening requirements if required for the position.
- Ability to possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier if required for the position.

### **SUPERVISION RECEIVED**

- Supervision is received from assigned Supervisor or Manager.

### **SUPERVISION EXERCISED**

- Full supervisory authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline, or to adjust grievances.

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### **TOOLS AND EQUIPMENT USED; PROTECTIVE CLOTHING**

- Standard office equipment is used; common tools used in enforcing public safety, personal protective equipment.

### **WORK ENVIRONMENT**

- Work is performed in an office environment, with frequent interruptions and irregularities in the work schedule, including weekends and holidays. Frequent reaching, walking, standing, lifting, stooping, or carrying of equipment and materials may be required. Incumbents may be required to lift and carry up to forty pounds.

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.*