



# Non-Merit Job Vacancy Announcement

## Fair Board Security—Security Officer

<b>Pay Grade:</b>	0	<b>Position Type:</b>	Full Time
<b>Salary or Range:</b>	\$11.50 per hour	<b>Work Schedule:</b>	8 hours shift work
<b>FLSA Designation:</b>	Non-exempt (eligible for overtime)	<b>Work Week:</b>	40 hour workweek, overtime as required for events
<b>Agency:</b>	Kentucky State Fair Board		
<b>Work Address:</b>	Kentucky International Convention Center, 221 Fourth Street, Louisville, KY 40202		
<b>Work County:</b>	Jefferson		

### AGENCY COMMENTS:

The Kentucky State Fair Board (KSFb) is home to the sixth largest convention space in the United States with over 1.5 million square feet of space and includes the Kentucky Exposition Center (KEC) and the Kentucky International Convention Center (KICC). The KSFb is charged with advancing the Commonwealth’s tourism industry and economy by providing entertainment, tradeshow, conventions and public gatherings, and providing an annual economic impact of over \$500 million.

The Kentucky State Fair Board is seeking a Security Officer at the newly renovated Kentucky International Convention Center. This position is required to work 40 hours per week on one of three shifts which can include nights, weekends and holidays as event schedules require. Benefits include health insurance, life insurance, paid leave, and state employee pension.

### DESCRIPTION OF JOB DUTIES:

The position is an hourly position eligible for overtime. The position is responsible for all day to day security for the Convention Center and two adjacent parking garages that are open to the public on a continuous basis. The security of employees, contractors and patrons is vital to the effective operations of a facility.

### ESSENTIAL FUNCTIONS:

- Conduct daily rounds of the Convention Center and two adjacent parking garages. Be visible in lobbies and common areas to minimize trespassing, property damage and other security concerns.
- Responsible for opening and closing the Convention Center and parking garages based on event schedules.
- Assist with the operation of the two garages: traffic control, closing of garage, etc. as needed.
- Submits reports: incident and first aid as needed.
- Secure facility in event of emergencies, investigate accidents, administer aid and contact authorities for additional assistance.
- Monitors cameras and alarms in the Command Center, reporting all incidents to their supervisor.
- Provides customer service to guests using the Convention Center and garages, by answering questions, giving directions, etc.
- Follow the event schedule and additional information relating to the operation of the Convention Center and its garages.
- Works with Sales and Events Managers to ensure building/show security measures are in place for events.
- Demonstrates a high degree of personal integrity by providing customer service with a sense of urgency, responsiveness, courage, and accountability.
- Frequently works more than 40 hours in a workweek to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

**KNOWLEDGE OF:**

- Facility security reporting and roving patrol procedures.
- Proper 2-way radio transmission procedures.
- Basic computer use.

**ABILITY TO:**

- Walk and stand for long hours including climbing and descending stairs.
- Assess situations to determine safe and effective control measures.
- Interact professionally with strangers and able to assert self in order to enforce established policies.
- Communicate using a 2 way radio.
- Lift up to 25 pounds when required.
- Work 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> shifts or rotating shifts including evenings, weekends and holidays
- Always present self in a professional manner with conduct and appropriate attire at all times
- Ability to accept and function in stressful situations

**MINIMUM REQUIREMENTS:**

**EDUCATION:**

- High school diploma or equivalent

**EXPERIENCE:**

- At least two (2) years of building/event security

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this job title may be required to submit to a drug screening test and background check.

**BENEFITS:** *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

**HOW TO APPLY / APPLICATION PROCESS:**

**(DEADLINE: )**

[Posted on: ]

**Contact Information:** Interested applicants should send a cover letter, résumé, and at least 3 professional references to the Kentucky State Fair Board to the attention of:

Paul Herberg, HR Director

P.O. Box 37130

Louisville, KY 40233-7130 or via email: [pherberg@ksfb.ky.gov](mailto:pherberg@ksfb.ky.gov)

**Contact Name:** Paul Herberg, HR Director

**Contact Method:** Email: [pherberg@ksfb.ky.gov](mailto:pherberg@ksfb.ky.gov)

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