



## **POSITION ANNOUNCEMENT**

**POSITION:** Security Specialist

**SALARY:** \$20-\$23/hour based on experience

For over 100 years the Alameda County Fairgrounds has been a part of the community hosting over 250 events a year and an annual Fair that includes live concerts, tasting fests and cultural festivals and live horse racing that bring in nearly a half-million guests every summer. We are the Alameda County Agricultural Fair Association, a non-profit dedicated to managing the Fairgrounds.

The Alameda County Fair team is driven to assure the long-term viability of the Fairgrounds, present an exceptional annual Fair and provide year-round opportunities that celebrate the heritage and diversity of our community. As employees, we focus on our values-community, inclusive, excellence, collaborative, innovative, positive, environment and the celebration of our successes!

## **POSITION SCOPE:**

This full time, non-exempt position is responsible for securing and protecting our 267-acre property. The schedule is Monday through Friday, 2:30pm to 11pm and include weekends during Events. This position is responsible for guarding and protecting gates, entrances, buildings, facilities and other designated posts on premises. Excellent problem solution, de-escalation and customer service skills are essential for success.

We are looking for a guest-oriented, experienced security professional who can communicate in a friendly and effective manner, monitor the flow of visitors and protect our property.

## **YOU WILL:**

- Monitor assigned access points
- Inspect and record parcels and containers being carried on/off property
- Patrol designated areas
- Protect against and report acts of sabotage, destruction, damage or theft of property of facilities
- Observe and report dangerous conditions or irregularities
- Take necessary safe-guarding steps when practical
- Offer assistance and aid
- Screen persons entering property for exposure to contagious diseases and hazardous materials as directed
- Prioritize service calls and emergencies on severity, time and needs
- Guide and assist emergency medical or first responders to areas of need
- Gather facts, document incidents, identify all persons involved and detect possible causes
- Protect the event environment as required to conduct a proper investigation
- Identify safety hazards and take appropriate corrective actions
- Evaluate and de-escalate stressful situations
- Identify problems, consider solutions and make successful, appropriate solutions
- Other duties involving internal security and protection of premises including peer training and staffing control centers

**YOUR KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS:**

- Possess a valid security guard registration (Guard Card)
- Excellent customer service skills with the ability to initiate contact with guests
- Courteous and positive with a superior guest service attitude
- Knowledge in the mapping of areas in order to give directions and respond
- Exceptional problem solving skills
- Observant with excellent attention to detail
- Superb verbal and written communication skills
- Ability to speak clearly, command attention and provide easy to understand instruction
- Proven ability to enforce policy and procedures
- Reliable and punctual
- Must be at least 18 years of age
- High School diploma, GED or equivalent
- Have and maintain a valid California Driver's License
- Acceptable driving record to maintain coverage on our insurance
- Proficiency in Microsoft Word, Excel, and Outlook
- Fitness to walk long distances up to 0.75 miles at a time
- Able to move quickly or run up to 0.25 miles at a time
- Ability to reach, push and pull items throughout the course of work
- Capability to safely lift and carry 30 lbs. as needed
- Ability to work outdoors in all temperatures and weather conditions
- Fitness to stand and sit for extended periods of times
- Able to work day and night shifts, weekends, holidays and overtime as required

Alameda County Fair Association is an Equal Opportunity Employer and encourages all qualified persons to apply.

**Please submit your resume to:**

[jobs@alamedacountyfair.com](mailto:jobs@alamedacountyfair.com)

By fax: 925 426-5196

By mail: 4501 Pleasanton Avenue, Pleasanton CA 94566 Attn: Traci Brumm