



Downtown Brooklyn Partnership

Public Safety Manager

Organization Background

The Downtown Brooklyn Partnership (DBP) is a not-for-profit local development corporation that serves as the primary champion for Downtown Brooklyn as a world-class business, cultural, educational, residential, and retail destination. Working together with the three business improvement districts (BID) that it manages – the MetroTech BID, Fulton Mall Improvement Association, and Court-Livingston-Schermerhorn BID – the Partnership's diverse activities include attracting new businesses and improving the environment for existing companies; facilitating the construction of public spaces and streetscapes that promote an active and cohesive community; supporting and promoting Downtown Brooklyn's cultural assets; and encouraging a unified sense of place and an engaged civic community.

Position Summary

The Public Safety Manager is responsible for the day-to-day field leadership, supervision, and operational management of the Downtown Brooklyn Partnership's Public Safety officers across all entire BID. Reporting to the Director of Public Safety, this position ensures consistent execution of post orders, SOPs, and training standards across every shift, and serves as the primary on-the-ground point of accountability for officer performance, incident response, and stakeholder concerns. Given the 24/7 nature of the district's public safety needs, this position requires the ability to work varied shifts and time frames, including days, evenings, overnights, weekends, and holidays, and to report on short notice to address staffing gaps, incidents, special events, or other urgent operational needs of the organization.

Role and Responsibilities

Responsibilities include:

- **Officer Supervision & Field Leadership:** Directly supervise field security officers and shift supervisors across entire Downtown Brooklyn Partnership districts. Conduct regular field visits, post inspections, and roll calls to ensure post orders and SOPs are being followed. Serve as the escalation point for field-level incidents, disciplinary matters, and operational questions.
- **Shift & Coverage Management:** Manage and adjust shift schedules, post assignments, and coverage plans to meet the district's operational needs, including responding to last-minute callouts, special events, emergent incidents, and stakeholder requests. Ensure adequate staffing across all shifts, including days, evenings, overnights, weekends, and holidays.
- **SOP Development & Enforcement:** Assist the Director of Public Safety in developing, updating, and enforcing Standard Operating Procedures, post orders, and departmental policy. Conduct

SOP sign-off and compliance audits with officers and supervisors and escalate uniformity or disciplinary gaps for correction.

- **Training Program Support:** Support delivery of the officer training academy, and site-specific onboarding. Identify training gaps in the field and coordinate remedial or refresher training as needed.
- **Incident Response & Escalation:** Respond to and manage significant field incidents, including coordinating with NYPD, FDNY, EMS, and other outside agencies as needed. Ensure timely, accurate incident documentation and support after-action review of significant incidents.
- **Performance & Accountability Oversight:** Monitor officer performance against departmental KPIs (e.g., post fill rate, uniform compliance, patrol/tour completion, replacement response time). Address performance issues directly with officers and supervisors and support the Director of Public Safety in the formal counseling and disciplinary process.
- **Reporting & Documentation:** Review and ensure accuracy of daily incident logs, patrol logs, and 311-type reporting submitted by field officers and supervisors. Provide regular summary reports on field operations, incidents, and staffing to the SVP of Public Safety.

Education, Experience and Desired Competencies

- High school diploma or GED required. Bachelor's degree preferred.
- Minimum 3-5 years of security or public safety experience, including at least 1 year in a supervisory or management capacity. Experience in a BID, campus, healthcare, or similar public-facing security environment preferred.
- NYS Security Guard License required.
- Proficiency with CCTV/SOC systems, digital patrol and incident log platforms (e.g., Guard Metric), scheduling software, and standard Microsoft Office applications.
- Strong verbal and written communication skills. Ability to communicate clearly and calmly under pressure with officers, supervisors, stakeholders, and outside agencies including the NYPD.
- Ability to work varied shifts and time frames — including days, evenings, overnights, weekends, and holidays — and to report on short notice to meet the operational needs of the organization. Availability for emergency response outside of scheduled shifts is required.
- Ability to walk extended patrol routes and stand for extended periods across all weather conditions. Reliable, punctual, and able to exercise sound independent judgment in the field. Valid driver's license preferred.

Working Conditions and Physical Requirements

- Work is performed both in the field across entire Downtown Brooklyn Partnership districts and from the Security Command Post.
- Position requires the ability to work varied shifts and time frames, including days, evenings, overnights, weekends, and holidays, with the ability to report on short notice to meet organizational needs.
- Frequent walking, standing, and outdoor exposure to weather conditions while conducting field supervision and post inspections.
- Must be able to respond quickly to incidents and remain calm and effective under pressure.
- May be required to lift or carry equipment up to 25 lbs.

Compensation

\$70,000 - \$80,000 Annual Salary

DBP offers eligible employees a competitive benefits package that includes paid time off, multiple medical plan options, dental and vision coverage, life and long-term disability insurance, Flexible Spending Accounts (FSA) for healthcare, dependent care, and commuting expenses, and a 403(b) retirement plan with an employer match, along with additional benefits that support employee well-being.

To Apply

Interested candidates should email the items below to jobs@downtownbrooklyn.com with the subject line "Public Safety Manager".

Resume

Cover letter describing your interest in this position

****Only applications submitted through jobs@downtownbrooklyn.com will be considered.****

Downtown Brooklyn Partnership is an Equal Opportunity Employer

We are dedicated to building a culturally diverse workplace representative of Brooklyn's strengths and the people we serve. DBP strongly encourages applications from qualified minority and women candidates.