

## PUBLIC SAFETY DIRECTOR

### NATURE OF WORK

This is administrative work in the direction and oversight of all of the activities of the municipal police department, the municipal fire department, and the 911/Emergency Center.

This is an important administrative position involving responsibility for the protection of lives and property in the city through the supervision of all public safety functions. Work involves planning and oversight of the efficient operation of the public safety departments. Work also involves overseeing the planning of activities and the selection, training, assignment, supervision, and discipline of all public safety personnel. Work involves responsibility for developing, implementing, and monitoring the effectiveness of public safety programs, policies and procedures. The employee consults with the Mayor and City Council in determining plans and policies to be observed in the conduct of public safety operations and, except for general administrative direction, works independently in carrying on public safety functions. Work is reviewed through discussion of problems to be met and by written activity reports. This position is in the unclassified service and reports to the Mayor. Supervision is exercised over subordinate public safety personnel.

### EXAMPLES OF WORK PERFORMED

Formulates policies and regulations governing the City's public safety activities, in coordination with the police chief, the fire chief, and the manager of the 911 Communications Center.

Formulates and prescribes work methods and procedures to be followed, appraises conditions of work in the departments, and takes necessary steps to improve public safety operations, in coordination with the police chief, the fire chief, and the manager of the 911 Communications Center.

Reviews the expenditure of public safety appropriations and recommends budgetary efficiencies.

Attends civic club meetings, churches, schools, and other places of public gathering to explain the activities and functions of the public safety departments and agencies and to establish favorable public relations.

Oversees the formulation of the various budgets for all public safety operations.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the principles and practices of modern public administration and public safety methods.

Thorough knowledge of the functions of federal, state, and local jurisdictions and authorities as they relate to public safety activities.

Ability to lead, coordinate, and supervise the work of a large number of subordinates performing varied operations connected with public safety and to maintain a high level of discipline and morale.

Ability to establish and maintain effective working relationships with other city officials, state, and federal authorities, civic leaders, and the general public.

Ability to prepare and present effectively oral and written informative material relating to the city's public safety activities.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university supplemented by a Master's Degree in police administration, public administration, criminology, or related field; and extensive experience in public safety work in a supervisory capacity.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in police administration, public administration, criminology, or related field and thorough experience in public safety work in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

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