



DIRECTOR OF PUBLIC SAFETY SERVICES

Definition:

Under the general direction of the City Manager, manages emergency response efforts, supervises the administrative and operational functions of public safety, code compliance, and animal control.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Develops and enforces departmental policies, rules, regulations, procedures, and employee related functions.
2. Receives and investigates citizen complaints regarding employee conduct and departmental procedures.
3. Establishes the public relations functions of the department as they pertain to public awareness, citizen inquiries, inter-agency cooperation, and effectiveness.
4. Plans, organizes, and develops, in a cooperative manner, crime and fire prevention, investigation, inspection activities, and department services.
5. Provides staff support to various committees or commissions as assigned.
6. Works collaboratively with citizen and other public groups, agencies, other city departments, and organizations to bring about the coordinated and effective delivery of services.
7. Prepares and makes presentations to the Council and to Commissions.
8. Makes recommendations for process improvement.
9. Develops and implements safety related special events.
10. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Methods, techniques, industry standard practices, and City procedures governing public safety.
- Ability to read and review such items as professional journals and publications, legislative data, and interpret ordinances, state laws, reports and updates regarding criminal activity.
- Principles and practices of fiscal, statistical, and administrative research, data analysis, and report preparation.
- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.
- Relevant mathematical principles and functions.
- English usage, spelling, grammar, and punctuation.
- Professional writing techniques.

Skill and Ability to:

- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Operate standard office equipment, a personal computer, and relevant software.
- Interpret and apply department policies and procedures.
- Conduct presentations in front of City Council and at various community events.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information.
- Maintain extensive records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a Master's degree in Public Administration, Management, Public Safety or a closely related field, and 8-10 years progressively responsible experience in local government in a directly applicable field, with five of those years in a supervisory/management capacity; however, the City is open to other appropriate combinations.

Licenses and Certificates:

Possession of a valid California driver's license is required by the date of hire.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.