



## **PUBLIC SAFETY MANAGER**

### **Definition:**

Under general direction of the Public Safety Director, manages emergency response efforts, supervises the administrative and operational functions of public safety, code compliance, and animal control and performs a variety of functions, including municipal code enforcement pertaining to animals, public nuisances, license regulations, zoning, and other applicable codes.

### **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. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
2. Plans, organizes and directs the work performed by professional and technical employees in a variety of code enforcement and animal control activities.
3. Responds to more complex and sensitive citizens' complaints, inquires and request for information regarding code compliance and animal control violations.
4. Evaluates all court/legal actions against violations of codes and related ordinances.
5. Testifies in court and works with attorney, judges and law enforcement personnel as necessary.
6. Prepares memos, correspondence and reports regarding code enforcement and animal control activities.
7. Supervises, trains and evaluates subordinate professional, technical and administrative support staff.
8. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
9. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. Oversees and participates in the development and administration of the Public Safety Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
11. Provides responsible staff assistance to the Director of Public Safety Services; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Code Enforcement and Animal Control programs, policies, and procedures as appropriate.
12. Performs other related duties as required.

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Operational characteristics, services, and activities of a comprehensive municipal code enforcement and animal control program.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
- Court documents and procedures including procedures for citation issuance and obtaining various types of inspection warrants.
- Principles and procedures of record keeping.
- City services and organizational structure as they relate to code enforcement and animal control
- Professional writing techniques.
- Relevant mathematical principles and functions.
- Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.
- English usage, spelling, grammar, and punctuation.

**Skill and Ability to:**

- Deal with individuals in potentially adversarial situations.
- Oversee and participate in the management of a comprehensive code enforcement and animal control program.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, Mac environment and database applications.
- Handle stress.
- Read and interpret construction plans.
- Understand and follow verbal and written direction.
- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information.
- Maintain 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 education and certification or equivalent to a Bachelor's Degree from an accredited college or university with major course work in business or public administration or related field. Five years of code enforcement and/or animal control experience or a closely related field.

**Licenses and Certificates:**

Possession of a valid California driver's license is required by the date of hire. Possession of an 832 P.C. Certificate (Laws of Arrest, Search and Seizure Training/P.O.S.T. Certified Course). Basic CACEO certificate desired, but not required.

**Physical Requirements and Working Conditions:**

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach, and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires the ability to stand for long periods and walk long distances.
- Performs lifting, pushing, and/or pulling, which could exceed 100 pounds and is an infrequent aspect of the job.
- May be required to work in inclement weather without effective protection from sun, cold and rain.
- May be required to work within enclosed spaces or at heights above ground level.
- Required to traverse hilly and rocky terrain.
- May be required to use personal vehicle in the course of employment.
- Required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings and conduct investigations.
- Required to work evenings or weekends, as necessary.