



PUBLIC SAFETY CHIEF

DEFINITION

To plan, organize and direct the activities of the Public Safety Department.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Manager. Exercises direct and indirect supervision over sworn and non-sworn staff.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plan, organize and direct Public Safety Department activities related to law enforcement, fire prevention and suppression, and related programs concerned with the preservation of life and property.

In consultation with the City Manager and City Council, assure that the department has adequate resources to fulfill its mission through proper budget planning and execution, personnel selection, and training and development.

Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Ensure compliance with legislative, regulatory and judicial mandates, regulations and professional standards.

Prepare and present reports to Council; provide technical and professional advice and recommendations related to levels of service and other related matters; coordinates special studies on a variety of complex problems which require a high degree of technical competence and political awareness.

Assure that positive public relations and effective working relationships are maintained by the Department with the general public, other governmental agencies, the City Council, City departments, and the media.

Review work methods and interdepartmental procedures to ensure effective work flow and compliance with established policies and procedures.

Promote and maintain safety in the work place.

Confer with citizens and City officials on law enforcement issues and problems, and assist in the development of lawful and responsive processes, procedures and action steps.

Represent the department before the City Council, community, outside agencies and at professional meetings.

Maintain a confidential system of communications, reports and recordkeeping.

Serve as Acting City Manager as assigned.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a comprehensive public safety program including law enforcement, crime prevention, fire suppression, fire prevention, disaster preparedness and associated programs, services, and operations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Principles and practices of disaster preparedness, response, and recovery.

Laws, ordinances, and regulations affecting the work of the Department.

Skills to:

Analyze feasibility of projects and proposed programs; prepare complete and accurate reports.

Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives.

Delegate responsibility; schedule and program work on a long-term basis.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Develop and implement public safety services which will meet the changing needs of the community; use financial, technological and staff resources effectively for the planning, programming and promoting of services; set priorities, work well under pressure and meet deadlines.

Deal patiently and tactfully with other department directors, elected officials, outside agencies, citizens, and the press.

Act calmly and quickly in emergency situations and make effective decisions in such cases.

Interpret, analyze, apply and articulate relevant laws, rules, contracts, ordinances, regulations and guidelines.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Minimum Education and Experience

Education:

A Bachelor's Degree from an accredited college or university with major work in public/business administration, criminal justice, fire science, or related field is required. A Master's Degree in business administration, criminal justice or related field is preferred.

Experience:

Ten years of increasingly responsible law enforcement and/or fire service experience; at least three years of responsible administrative or management experience in a municipal police or fire department.

License or Certificate

Possession of a valid California Driver's License; possession of a POST Management Certificate.

Council Action: April 17, 2012