

CITY OF DURANT JOB DESCRIPTION

Title:	Director of Public Safety	Pay Grade:	14
Department:	Administration	FLSA Status:	Exempt
Reports To:	City Manager		<i>Safety Sensitive</i>

POSITION SUMMARY

Under the direction of the City Manager, the Director of Public Safety provides leadership over the execution of the City's Public Safety strategic vision. Directs the work of the Public Safety directors and/or managers and ensures operational performance while providing highly responsible and complex policy support to the City Manager.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

1. Directs, manages, coordinates, and expedites activities of Emergency Management, Police, Fire, 911 Communications, and Neighborhood Services; assigns, delegates to, and supervises assigned department heads.
2. Establishes general direction and primary goals for assigned departments and oversees the development of related work plans, operating budgets, and capital improvement plans.
3. Coordinates support and oversees the preparation of annual budgets for assigned departments, programs, and initiatives.
4. Ensures assigned departments have the resources needed to complete assigned work; monitors work progress and inspects program initiatives and completed projects.
5. Develops and maintains standard operating procedures relative to the City's Public Safety Division; Suggests changes to City ordinances where appropriate.
6. Advises the City Manager on major policy issues, reports on financial status and general operating conditions, and recommends legislation and policies required in the public interest.
7. Consults with assigned staff to assist with complex situations and provide technical expertise.
8. Serves as a representative of the City as directed by the City Manager by attending meetings, committees, boards, and commissions as assigned.
9. Represents the City at various functions such as marketing speeches at civic and business associations, meeting with influential persons within the community, officials, citizens, and representatives of the press, to establish goodwill and resolve/respond to issues.
10. Administers contract services pertaining to public safety; ensures services provided are in accordance with contract requirements, related laws, ordinances, and regulations.
11. Confers with and prepares reports and recommendations for elected and appointed officials on operational or policy matters as requested.
12. Provides progress and activity reports to the City Manager and elected officials as requested.
13. Responds to inquiries and complaints regarding public safety services or activities; represents the City and provides crisis intervention as required to resolve problems that affect public safety.
14. Oversees security concerns of all City buildings and property.

15. Represents the City in relations with the community, other public agencies, and professional organizations; leads or participates in discussions regarding public safety programs.
16. Manages the implementation of public safety-related items in the City's Strategic Plan.
17. Performs emergency or disaster-related duties as assigned.
18. Performs special assignments as requested, including researching and preparing reports and projects, developing and implementing programs, and presenting technical data to elected officials and others.
19. Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES

1. Knowledge of law enforcement principles and practices.
2. Knowledge of fire and police administration, including organization, staffing, financing, collective bargaining, equipment management and maintenance, records, and reports.
3. Knowledge of local and state laws and legislation impacting public safety and law enforcement. Knowledge of applicable city, county, state, and Federal statutes, rules, ordinances, codes, and regulations governing emergency management.
4. Knowledge of fiscal management, project management principles, and techniques.
5. Knowledge of leadership principles and practices, including goal setting and program budget development and implementation.
6. Knowledge of methods and techniques of research, statistical analysis, and report presentation.
7. Skill in analytics is necessary in order to develop and implement department mission, goals, and procedures, determine needs for capital expenditures and operating budgets, and prepare special reports or analyses for jurisdiction or outside agencies.
8. Skill in interpersonal communication is necessary in order to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, citizens, community groups, elected officials, and vendors supplying goods or services to the jurisdiction.
9. Ability to effectively utilize the principles of strategic, long, and short-range planning.
10. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives, and recommending methods, procedures, and techniques for resolution of issues.
11. Ability to plan, develop, implement, and evaluate projects and programs.
12. Ability to think quickly, maintain self-control, and adapt to stressful situations.
13. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, prepare performance evaluations, manage time off, and maintain personnel records.
14. Knowledge of computer software, including word processing, spreadsheet, and database applications consistent for this position.
15. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
16. Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
17. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
18. Ability to maintain professionalism at all times.
19. Ability to maintain effective working relationships with individuals within and outside the organization.
20. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations within the provision of the Open Records Act and other applicable State and Federal statutes and regulations.

21. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions, and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to adverse environmental conditions.
- Work is generally in a moderately noisy office setting (e.g., business office, light traffic).

MINIMUM REQUIRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university in Public Administration, Public Safety, or a related field.
- Minimum ten (10) years of progressively responsible experience in public safety, with a minimum of five (5) years of experience at the department head level.

PREFERRED QUALIFICATIONS

- Master's degree in Public Safety or related field.

OTHER REQUIREMENTS

- Must obtain certification for NIMS ICS, 100, 200, 300, and 400, 700, and 800.
- Appointment will be conditional upon successful completion of a criminal background check

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.