

**POSITION: PUBLIC SAFETY DIRECTOR**

**FLSA CLASSIFICATION:** Exempt

**FACILITY AND WORK AREA:** Nevada City Administrative Offices plus other sites and locations generally within the City of Nevada

### **SUMMARY DESCRIPTION**

The Public Safety Director reports to the Mayor and is responsible for the operation of:

- Police Department
- Fire Service
- Emergency Medical Service
- Emergency Manager
- Public Information Officer

### **JOB FUNCTIONS**

**The following duties are normal for this position. They are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

#### **Examples of Essential Job Functions**

- Assumes full management responsibility for all Public Safety Department services and activities; manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
- Plans, organizes and directs the activities of the Public Safety Department, providing general law enforcement, criminal investigation, fire suppression and prevention, rescue services and emergency medical services, disaster responses, nuisance abatement, and code enforcement. Oversees the hiring, supervision, training, evaluation and discipline of all department employees. Ensures all local, State and Federal laws and ordinances are properly enforced.
- Develops long term plans to improve departmental operations. Evaluates pending legislation and statutes and responds to changing regulations and technology regarding law enforcement and fire prevention and suppression through review of technical materials and professional education.
- Develops annual department budgets for operations and equipment. Also assists in developing long-range capital budgets for various public safety programs. Monitors the departmental budgets throughout the fiscal year and oversees the purchase and maintenance of equipment, vehicles, and supplies.
- Coordinate with the planning and zoning department including the enforcement of zoning regulations, nuisance ordinances and code enforcement.

- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Plans, directs, and coordinates, through subordinate level staff, the Public Safety Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Provides staff assistance to the City Administrator and City Council; prepares and presents staff reports and other necessary correspondence; attends City Council and other meetings as required.
- Represents the Public Safety Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints; explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Participates on a variety of boards, commissions, and committees; serves as the City's representatives to committees and community organizations concerned with improvements in law enforcement and fire services, public education, and departmental public relations.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of law enforcement, crime prevention, fire suppression, fire prevention, and related support services; incorporates new developments as appropriate.
- Responds to and may command police and/or fire emergencies or community disasters.
- Performs related duties as required.

#### **Other Job Functions**

- Keeps the City Administrator informed of Departmental operations and developments that he/she will need to know to effectively coordinate the management of the City.
- Performs patrol duties as a supplement to activities of the police officers.
- Performs other duties and assumes other responsibilities as apparent or assigned.

## **PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS**

Required Physical Activities: Climbing, Balancing, Reaching, Standing, Walking, Fingering, Grasping, Feeling, Talking, Hearing.

Visual Requirements: Vision corrected to meet the requirements of the Iowa Law Enforcement Academy.

Physical Characteristic of the Job: Generally light Work requiring the exertion of twenty-five (25) pounds of force occasionally, and ten (10) pounds of force frequently.

Environmental Conditions: The work is performed primarily inside and includes seasonal exposure to cold and heat. The worker is also exposed to awkward/confining work space, darkness or poor lighting, dirt/dust, fumes/odors, isolation, moving machinery, noise, visual strain, wetness/humidity, mechanical hazards, traffic hazards, firearms and bodily injury. Also, the work may expose the employee to unpleasant social situations, significant pressure due to work pace and irregular work hours.

## **Education, Training and Experience:**

Education Required: Bachelor's degree or equivalent from an accredited college or university with major course work in political science, criminal justice, police science, fire science, behavioral science, business or public administration, or a related field.

### **Training Required:**

- Certification from the Iowa Law Enforcement Academy within the first year.
- FEMA Incident Command Certification at IS-100, 200, 700, and 800 within the first year.
- Iowa Firefighter I Certification within first year of employment.
- Iowa or National Registry Emergency Medical Technician Basic, preferred.

### **Experience Required:**

- Seven (7) years of law enforcement experience.
- Three years supervisory experience.

### **Required Special Qualifications:**

- Shall establish residency within five (5) miles of the City limits within six (6) months of the date of employment by the City.
- Shall generally be available for off-hour emergencies.
- Shall maintain firearms proficiency pursuant to ILEA guidelines and shall obtain Firearms Competence Certification.
- Shall obtain American Red Cross CPR certification.
- Shall maintain Competency with ASP Baton and Taser pursuant to ILEA guidelines.

## **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be acquired within a reasonable period of time in order to successfully perform the assigned duties.

### Knowledge of:

- Administration of police, fire, emergency medical, code enforcement, public information programs.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Law enforcement theory, principles, and practices and their application to a wide variety of services and programs including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and crime prevention.
- Principles and practices of disaster preparedness, response, and recovery.
- General Operational characteristics of police and fire apparatus and equipment.
- General knowledge of hazardous materials mitigation management.
- Court decisions and how they affect department operations.
- Methods and techniques of public relations.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles and practices of municipal organization, administration and personnel management.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.

### Ability to:

Manage and direct a comprehensive public safety program including law enforcement, crime prevention, fire suppression, fire prevention, emergency medical services, disaster preparedness, code enforcement, and associated programs, services, and operations.

Effectively work with the City Administrator, Mayor, City Council, department supervisors, citizens and other persons on the telephone and in person; ability to work amicably as a team to accomplish individual and group assignments and goals.

- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.

- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Operate modern office equipment and computers including applicable software applications.
- Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

#### **ACKNOWLEDGEMENT**

I have read and understand the information contained in the Job Description and Specifications. I have been given the opportunity to make any additions and/or corrections to this job description I felt necessary. I further understand that this Job Description and Specifications is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this job. Also, while this list is intended to be an accurate reflection of the current job, the employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the employer. I understand that I may be required to work overtime, different shifts or hours, outside the normally defined workday or work week. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate any employment at any time and for any reason and the employer has a similar right.

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Employee's Signature

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Department Director

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Date

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Date

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act, the City will provide reasonable accommodations to qualified individuals with disabilities, and encourages prospective employees and job incumbents to discuss potential accommodations with the Employer.