

CITY OF MEXICO JOB DESCRIPTION

Job Title: Public Safety Director

Department: Public Safety

Pay Grade: 7

Reports to: City Manager

Exempt: Yes

Date: 10/1/2018

JOB SUMMARY

Responsibilities include but are not limited to Administration of the Public Safety functions for the City including police, fire and emergency management.

SUPERVISION EXERCISED

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Manager.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Public Safety Director might be asked to perform. Other duties may be assigned. This job description is to incorporate any municipal ordinances created for the position of Public Safety Director.

Essential Functions:

- Administers and reviews all operations of the Department of Public Safety.
- Prepares and maintains departmental budget (reviews requests and monitors dispersal of funds).
- Recruits and selects new public safety department personnel.
- Establishes and oversees selection process for hiring and promotion.
- Supervises assigns and disciplines and possibly terminates departmental personnel.
- Monitors projects, regular and special programs conducted within the Department.
- Manages reviews, organizational studies, systems studies, procedure studies and administrative problem solving within the Department.
- Supervises departmental record keeping, methods and procedures.
- Prepares or directs the preparation of period or special reports.

- Directs the program of departmental in-service training of personnel.
- Directs the use and proper operation of departmental materials, supplies, facilities and equipment.
- Plans, coordinates and administers all departmental operations relative to public safety and property protection.
- Meets with individuals and groups to explain and interpret the laws, departmental policies, procedures and modern methods of law enforcement, fire prevention, suppression and emergency management.
- Oversees department safety, maintains all records that relate to safety within the Department, gathers data and investigates all accidents in which an employee was injured or property damaged. Oversees training programs concerning safety and makes periodic inspections of all building and vehicular equipment under control of the Police Department.
- Oversees crime prevention activities and public information on crime prevention. Maintains department and agency contacts to reduce crime, and receives weekly reports on activities.
- Oversees administrative staff in maintenance of record system, fleet maintenance, equipment, and holding facilities.
- Attends City Council meetings, committee meetings, City Manager staff meetings and serves as liaison to other department directors and administrative personnel within the City government to plan, direct, and coordinate Citywide activities and events. Prepares Council documents for large purchases.
- Develops and implements overall departmental policies and standards of operations, programs, procedures, and regulations.
- Attends civic, community, and professional meetings to explain and promote the activities and functions of the department. Makes periodic public addresses.
- Develops and implements short- and long-range goals for the department. Establishes priorities for the improvement of law enforcement and fire services.
- Plans and oversees special events.
- Enforces the Fire Prevention Code.

Marginal Functions:

- Performs other duties as assigned.

Material and equipment used:

- Personal computer, word processing, spreadsheet, database software, laser printer, calculator, telephone, copy machine, fax machine, typewriter.
- Ax and sledge hammer, booster lines, breathalyzer, car, firefighting water hose, fire truck, hand cuffs/restraints, hand fire extinguishers, hose nozzles, jaws of life, ladder truck, ladders, LiveScan machine, motor cycle, pepper spray, pumper, radio, safety equipment, SUV/Truck, taser, tear gas, weapons (pistol/shotgun), other police and fire apparatus equipment.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required at the time of hire or for continuation of employment.

Required Education and/or Experience:

- High school diploma or equivalent. Six years related experience and/or training; or a Master's degree from a university plus one year of experience, or equivalent combination of education and experience.
- Degree from an accredited college or university in public administration or a related field.
- Must have a minimum of five (5) years of progressively responsible experience in public safety work.
- Must have a minimum of three (3) years responsible command experience.
- Must have excellent driving record.
- Successful completion of a drug screening test (subject to random drug screenings).
- Must have an excellent work history and attendance record.

Preferred Education and/or Experience:

- Eight years related experience and/or training; and a Master's degree or equivalent; or equivalent combination of education and experience.

Certifications, Licenses, and Other Requirements:

- Valid driver's license.
- State of Missouri Class B Peace Officer License.
- Missouri Police Officer Certification.
- Fire Arms Certification.
- Breathalyzer Certification.
- LiveScan Certification.
- Fire Fighting Training.
- Operations Certification.
- CPR Certification.
- EMT Certification desired.

Skills and Abilities:

- Ability and willingness to learn new skills.
- Ability to analyze situations and people effectively.
- Ability to apply police and fire fighting principles, practices and procedures with sound judgments in emergency situations to solution of problems.
- Ability to comprehend and accurately follow both oral and written instructions.
- Ability to perform administrative and supervisory work of average difficulty.

- Ability to plan, initiate and carry out long range programs in department administration, employee training and fire and crime prevention.
- Ability to plan, lead, guide, supervise, evaluate, train and direct the work of a large number of subordinated performing varied operations connected with police, fire and emergency management activities.
- Ability to work independently and with a team.
- Comprehensive knowledge of federal, state and local laws, ordinances pertaining to police work and fire prevention and control.
- Comprehensive knowledge of principles and practices of modern police administration, fire prevention and fire suppression and the principles and practices of leadership, supervision and training.
- Comprehensive knowledge of scientific methods of crime detection and criminal identification.
- Considerable knowledge of law enforcement, firefighting and fire prevention principals, practices, procedures, tools and equipment.
- Considerable knowledge of relevant laws, rules and regulations.
- General knowledge of computer software to include Microsoft Word, Excel and Works.
- Good knowledge of the safe operations of a motor vehicle.
- Knowledge of chemistry and first aid as they relate to fire fighting and emergency care.
- Physically able to fully perform assigned duties.
- Working knowledge of defensive tactics.

Language Skills:

- Ability to communicate effectively in both written and verbal form; accurately record information.
- Ability to communicate effectively, tactfully, and persuasively with other City employees and the general public in difficult situations.
- Ability to speak, read and understand English.
- React competently in emergency situations.

Mathematical Skills:

- Ability to perform ordinary accounting, arithmetical, algebraic, and geometric procedures in standard practical applications is required.

Reasoning Skills:

- Ability to define problems and deal with a variety of situations.
- Ability to establish and maintain effective relationships with City, County and State officials.
- Ability to think quickly, maintains self-control and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.
- Ability to work independently and with a team.

- Ability to work with the public in a professional and courteous manner.

PHYSICAL AND WORK ENVIRONMENT

The physical demands and work environment described is representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Environment:

- Regularly required to use hands to finger, grasp, feel or handle objects or equipment, talk, hear/listen, see/observe and perform repetitive motions.
- Lift and/or move over 100 pounds, is frequently required to push, pull and reach with hands and arms.
- Occasionally required to balance, stand, climb, balance, walk, sit, stoop, kneel, crouch, crawl and lift and/or move over 100 pounds.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Operate complex firefighting and police equipment requiring advanced mechanical aptitude.

Work Environment:

- While performing the essential functions of this job, the employee is frequently exposed to sedentary/repetitive activities, time pressure, work distractions and dealing with possible or unpleasant social situations. On occasion employee may be exposed to intense or continuous noise, be asked to work in awkward or confining workspace, a dirty environment, improper illumination, air contamination and high or low temperatures. The employee could be exposed to know carcinogens, airborne and blood borne pathogens and a variety of hazardous materials. The employee may be exposed to life threatening activities. Position wears personal protective equipment such as gun, bulletproof vest, firefighting gear including oxygen tank, radio, baton, Taser, duty belt, or prescribed uniforms.
- This position is subject to being on call or called out during emergency situations.
- This position may work nights, holidays, and weekends.

SELECTION GUIDELINES:

Formal application: review of education and experience; appropriate testing and oral interviews; background check; drug screening final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period.

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.

Employee

Date