

DIRECTOR OF PUBLIC SAFETY

Job Summary

Under the general direction of the Assistant City Manager or designee and in accordance with established procedures, the Director of Public Safety manages the Public Safety Division. This role encompasses oversight of the City's disaster and emergency preparedness and response programs, including the management of radio communications, emergency services, and pedestrian safety program. Additionally, the Director is responsible for code enforcement, parking enforcement, pedestrian safety, animal control, unhoused outreach services, on-site security, fire & life safety systems, and emergency management.

Distinguishing Characteristics:

This is a single position classification that is part of the City's executive leadership team. Incumbent is an at-will employee, with no permanency rights. This position directly supervises all personnel assigned to the Public Safety/Emergency Services Department.

ESSENTIAL DUTIES:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

- **Emergency Operations and Preparedness:**
 - Manages and supervises the City's Emergency Operations Center and all aspects of emergency and disaster preparedness.
 - Coordinates with the Fire and Sheriff's Departments on hazardous material incidents and all matters relating to disasters or hazardous materials.
 - Oversees emergency management activities including the coordination of radio communications and the deployment of emergency services vehicles.
- **Public Safety Management:**
 - Manages code enforcement, parking enforcement, pedestrian safety, animal control, and unhoused outreach services.
 - Oversees on-site security and fire & life safety systems.
 - Ensures the effectiveness of programs related to public safety and compliance with relevant laws and regulations.
- **Coordination and Communication:**
 - Provides on-call duties during evenings and weekends and responds to calls anytime of the day or night.
 - Maintains effective liaison and coordination with appropriate public agencies, private organizations, businesses, individuals, and City employees.
 - Represents the City in public safety-related meetings, conferences, and community outreach efforts.
- **Program Oversight:**
 - Manages the City's school crossing guard program and disaster response vehicles.
 - Prepares reports, Council agenda items, surveys, and other written documentation.
 - Develops and implements policies and procedures for public safety programs.

- **Training and Development:**
 - Manages, conducts, and/or assists with emergency and public safety training programs for City employees and the public.
 - Participates as lead staff and member of the City's Emergency Response Team, coordinating efforts with other local, state, and federal agencies.
 - Develops training materials and coordinates drills and simulations.
- **Staff Management:**
 - Supervises assigned staff; prepares performance evaluations, commendations, or disciplinary actions for assigned staff.
 - Interviews candidates and makes hiring recommendations for subordinate positions.
 - Provides guidance and support for staff development and professional growth.
- **Administrative Duties:**
 - Prepares and administers contracts and grants related to public safety.
 - Prepares and manages the division's annual budget, ensuring proper allocation of resources and financial compliance.
 - Performs related duties as required.

MINIMUM QUALIFICATIONS

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

- Bachelor's degree in public or business administration, or a related occupational field.
- Four (4) years of full-time, paid experience in a law enforcement agency, fire department, or emergency management with primary responsibility for emergency preparedness, community relations, industrial safety, supervisory command responsibilities, and hazardous materials. At least three (3) years in a managerial position or related field.

License:

- Possession of a valid California Class C driver's license. Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, confirming possession of a valid driver's license and reflecting the driving record.

Certifications:

- SEMS Certification desired.
- Certification in IS 100, 700, and 800 desired.
- Certification in Emergency Management (CEM) by the International Association of Emergency Management desired.

KNOWLEDGE OF:

- Modern principles of emergency management and planning.
- Public safety functions, including code enforcement, parking enforcement, pedestrian safety, and animal control.
- Traffic, pedestrian, and school safety programs.
- Hazardous materials laws and regulations.
- Principles of management, administration, training, and supervision.

- Communication and dispatch systems.
- Material safety data sheets.
- City organization, operations, policies, and objectives.
- General recordkeeping practices.
- Basic budgeting practices and procedures.
- Basic purchasing practices and contract administration.
- Research and analytical methods.
- Personal computer software and hardware.
- Office practices and procedures.
- Effective methods of report writing and presentation.
- Cost analysis.

SKILL AND/OR ABILITY TO:

- Organize and educate agencies and citizens in preparation and recovery from disasters and emergencies.
- Manage and supervise a multifunctional organization with complex responsibilities and procedures with a high degree of independent action.
- Supervise, direct, and evaluate staff.
- Identify and analyze problems and take effective corrective action.
- Effectively communicate orally and in writing.
- Maintain accurate records and prepare clear and concise reports.
- Establish and maintain effective working relationships with others.
- Make effective oral presentations.

WORKING CONDITIONS:

Employee accommodations for physical disabilities will be considered on a case-by-case basis.
Positions in this class normally:

- Require responding to emergency situations.
- Require vision (which may be corrected) to read small print
- Perform work which is primarily sedentary
- Interacts with personnel and data through physical and virtual means
- Must be available to work on City Council meeting days
- May be required to use personal vehicle in the course of employment.
- Is subject to inside and outside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings or weekends.