

**CITY OF GRAND HAVEN
JOB DESCRIPTION**

DIRECTOR OF PUBLIC SAFETY

Supervised By: City Manager
Supervises: Employees of the Department of Public Safety
FLSA: Exempt

Position Summary:

Under the general direction of the City Manager, plans, develops and directs a complete program of public safety to protect the lives and property of the public and to preserve peace in the City. Acts as spokesperson for the City regarding public safety issues. Serves as Harbor Master. Interacts with other agencies to assure a comprehensive and coordinated approach to public safety services provision.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. 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 and management. Oversees the hiring, supervision, training, evaluation and discipline of all department employees. Ensures all local, State and Federal laws and ordinances are properly enforced.
2. Develops long term plans to improve departmental operations, law enforcement, crime and fire prevention efforts, fire suppression and emergency programming. 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.
3. Develops annual department budgets for operations and equipment. Also assists in developing long-range capital budgets for various public safety programs. Monitors the departmental budget throughout the fiscal year and oversees the purchase and maintenance of equipment, vehicles, and supplies.
4. Prepares and directs the preparation of a variety of reports pertaining to finance, operations, activities and other issues for submission to City administration or other agencies.
5. Advises and assists City administration regarding law enforcement, traffic, crime, fire prevention and emergency issues. Acts as spokesperson for the department, receiving and answering inquiries and complaints from the public, other agencies and the media.
6. Participates in the negotiation and ongoing application of employee labor contracts.

7. Coordinates department activities with other agencies including Federal, State, County, and other local law enforcement departments.
8. Keeps abreast of evolving issues related to the delivery of police and fire services through attendance at conferences and meetings, reading professional literature and maintaining contact with other police and fire professionals.
9. Serves on community boards and commissions related to public safety, as appropriate. Meets with community groups to address public safety concerns.
10. Responds to public inquiries and investigates complaints.
11. Attends various meetings, including meetings scheduled outside normal business hours.
12. Serves as Americans with Disabilities Act (ADA) Coordinator and Harbor Master.
13. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's Degree in criminal justice, fire services, public or business administration or a related field. Master's degree preferred.
- Nine years of progressively more responsible public safety experience, including four years as a command officer in a similar sized department.
- Graduation from an advanced management program such as the FBI Academy or Northwestern University Staff and Command School is preferred.
- Michigan Commission on Law Enforcement Standards (MCOLES), Firefighter II and Medical First Responder certifications.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the principles, practices and techniques of modern police science to establish and maintain effective law enforcement operations.
- Knowledge of State and Federal laws and local ordinances governing limitations on police authority.
- Knowledge of scientific methods of crime detection and prevention.
- Knowledge of fire prevention, firefighting and fire safety procedures.

- Knowledge of personnel management techniques to plan, coordinate, assign, and supervise the work of department staff.
- Knowledge of union contracts, contract negotiation, contract administration and grievance procedures.
- Knowledge of the operation of police and fire vehicles, surveillance and communication equipment, and firearms.
- Skill in leading, delegating and supervising the work of others in routine and emergency situations.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with employees, City officials, law enforcement colleagues, community leaders, the media, and the public.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to prepare and maintain a wide variety of records and reports according to accepted standards.
- Ability to respond to emergencies and attend meetings at any hour.
- Ability to work effectively under stress and in emergency and confrontational situations.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee's environment is typically an office setting, but can potentially involve highly dangerous law enforcement and firefighting situations. Physical demands, therefore, range from sitting in an office or vehicle to possibly exercising the strength, mobility, dexterity and stamina associated with apprehending criminals and suppressing fires. The employee is regularly required to communicate with others in person and on the telephone or radio, and must travel to other locations.

The employee may be exposed to outside weather conditions and, on fire scenes, may be exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; explosives; vibration; and other highly dangerous situations. The noise level in the work environment can range from low in the office to very loud in the field.