

## CITY OF CARSON

**Title:** MANAGER - PUBLIC SAFETY SERVICES

**Job Summary:**

Under direction, manages the cities code enforcement and youth services programs.

**Essential Duties and Responsibilities:**

(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.)

1. Manage and supervise Code Enforcement Officers in the enforcement of the Municipal Code and all City Ordinances such as public peace, parking of vehicles, sanitation and health, taxes and licenses, streets, buildings, planning and zoning.
2. Supervise the City's service request/complaint operation.
3. Conduct investigations of unlawful activities.
4. Manage the City's radio communications systems.
5. Manage the youth service programs and supervise the Youth Services Officers.
6. Compile statistics on activities and write reports.
7. Prepare Council agenda items.
8. Write performance evaluations and discipline and commend subordinates.
9. Maintain close liaison with the Sheriff's Department, Fire Department, and other public agencies and private organizations.
10. Monitor the animal control contract and other contracts.
11. Participate as a key member and leader on the City's emergency response team.
12. Manage and supervise the street sweeping parking enforcement contract.
13. Assist in all matters relating to disaster and emergency preparedness for the City and the community.
14. Explain and interpret municipal ordinances and other regulations.
15. Prepare complaints and cases for court prosecution.
16. Hold office conferences with violators of the municipal and zoning codes.
17. Provide training for enforcement and other staff.
18. Prepare and manage the division's budget.
19. Performs related duties as required.

**Qualification Guidelines:**

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

**Education and Experience:**

Graduation from a recognized college or university with a baccalaureate degree or equivalent. Four (4) years of full-time paid experience in an occupationally related field. Desirable experience would include work in a law enforcement agency or public safety agency or other experience in public contact work involving regulatory codes, public relations, investigation, or inspection work; and any P.O.S.T. training or certification.

**Knowledge of:**

- . Modern principles of investigation and inspection.
- . City ordinances.
- . State and Federal laws.
- . Record keeping practices.
- . Principles of management, supervision, and administration.
- . Public relations methods and practices.
- . Laws relating to arrest, search and seizure; laws relating to evidence and property.
- . Modern principles of security including knowledge of security hardware systems and principles of dignitary protection.

**Skill and Ability to:**

- . Communicate effectively, orally and in writing.
- . Understand and apply ordinances, laws and regulations to a variety of situations.
- . Establish and maintain effective working relationships and deal tactfully with the public.
- . Manage and supervise others in a professional, effective and harmonious manner
- . Work cooperatively as a member of the City's management team.
- . Perform law enforcement duties and responsibilities in a calm and professional manner in the face of excited and angry persons.
- . Legally operate a licensed motor vehicle in the State of California.

**Physical Requirements and Working Conditions:**

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

- . Perform work which is primarily sedentary.
- . Is subject to inside and outside environmental conditions.