

PUBLIC SAFETY AND COMMUNITY SERVICES MANAGER

Job Summary:

Under the general direction of the Public Services General Manager and in accordance with established procedures, manages the Safety and Emergency Services Division of Public Safety, including the Youth Services Section and Sheriff's Programs Support. The Public Safety and Community Services Manager is responsible for the City's disaster and emergency preparedness and response programs, including managing and overseeing the Emergency Operations Center, radio communications, and emergency services vehicles; managing the pedestrian safety program, including the school crossing guard program, managing the youth services intervention and prevention programs for at-risk youth; managing crime prevention programs, including the graffiti offender apprehension programs, and sheriff's program support for the community relations and traffic divisions.

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. Manages and supervises the City's Emergency Operations Center and all aspects of emergency and disaster preparedness.
2. Coordinates with the Fire and Sheriff's Departments on hazardous material incidents and all matters relating to disasters or hazardous materials.
3. Manages the youth services programs and supervises the Youth Services Officers.
4. Manages the City's school crossing guard program and disaster response vehicles.
5. Provides on call duties during evenings and weekends and responds to calls anytime of the day or night.
6. Prepares reports, Council agenda items, surveys, and other written documentation.
7. Maintains effective liaison and coordination with appropriate public agencies, private organizations, businesses, individuals, and City employees.
8. Coordinates training programs at local schools on safety education.
9. Attends meetings and training sessions.
10. Interviews candidates and makes hiring recommendation for subordinate positions.
11. Supervises assigned staff; prepares performance evaluations, commendations, or disciplinary actions for assigned staff.
12. Manages, conducts, and/or assists with training programs for City employees and the public.
13. Participates as lead staff and member of the City's Emergency Response Team.
14. Prepares and administers contracts and grants.
15. Prepares and manages the division's annual budget.
16. 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/or Experience:

Bachelor's degree in public or business administration, or a related occupational field and 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. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Modern principles of emergency management and planning.
- Traffic, pedestrian, and school safety programs.
- Youth intervention programs.
- Neighborhood watch, crime prevention, and community relations function.
- Hazardous materials laws and regulations.
- Principles of management, administration, training, and supervision.
- Communication and dispatch systems.
- Material safety data sheets.
- Laws in the Welfare and Institutions Code and codes relating to youth and delinquency.
- 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 relationship with others.
- Make effective oral presentations.

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 which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

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

- Require to respond to emergency situations.

- Require vision (which may be corrected) to read small print.
- Perform work, which is primarily sedentary.
- Require the mobility to stand, stoop, reach, and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Operate a personal computer and other office equipment.
- Perform lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- Wears uniform and safety equipment as appropriate.
- May be required to use City and/or personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or travel within and out of City boundaries to attend meetings.