

**PUBLIC SAFETY DIRECTOR
CITY OF MANISTEE**

The City of Manistee (population 6,226) is seeking candidates for the position of Public Safety Director to lead our separate police and fire departments. The police department has 13 employees, some of which are cross-trained as firefighters. The fire department has 8 fulltime employees and operates an ALS transport unit.

The Public Safety Director reports directly to the City Manager and is an integral member of the city administration's management team. The successful candidate shall be a demonstrated leader, possess excellent communication skills, have the ability to maintain and establish collaborative relationships in the community, have exceptional organizational and management skills, and a record of working well with the community and employees.

The position requires a bachelor's degree in criminal justice, public administration or a related field, five years of progressively more responsible public safety experience, Michigan Commission on Law Enforcement Standards (MCOLES) certification and Fire Fighter I and II certifications.

The City offers a competitive salary range (67,800 – 88,000) depending on qualifications and experience as well as an excellent benefit package. Additional information and a current job description are available at www.manisteemi.gov.

Interested candidates should submit a cover letter, resume and five professional references to clokovich@manisteemi.gov or Cindy Lokovich, Executive Secretary, 70 Maple Street, Manistee, MI. 49660 by 4:00 p.m. on Monday, January 23, 2017.

CITY OF MANISTEE JOB DESCRIPTION

- JOB TITLE:** **Public Safety Director**
- CLASSIFICATION:** Exempt
- SUPERVISED BY:** City Manager
- SUPERVISES:** Employees of the Fire and Police Departments

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. Interacts with other agencies and departments to ensure 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 all aspects of Police/Fire/EMS departmental operations including personnel, budgeting, general administration, and capital needs assessment. Develops, recommends and implements Police/Fire departmental policies and procedures, internal controls, and departmental goals and objectives in accordance with Police/Fire departmental needs, City directives and legal requirements.
2. Recruits and hires Police/Fire departmental employees directly or through subordinate personnel. Assigns work, supervises personnel, evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
3. Develops and administers the annual Police/Fire departmental operating and capital budgets. Ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time. Approves purchases and prepares departmental financial summaries as required.
4. Directs Police/Fire departmental operations through a defined command structure. Manages and coordinates all Public Safety services including general law enforcement, criminal investigation, fire suppression and prevention, rescue & medical services, building inspection and code enforcement services, school liaison service, traffic control, parking enforcement and emergency medical services and management, including ALS-T administration.

5. Develops long term plans to improve Police/Fire departmental operations, law enforcement, crime and fire prevention efforts, fire suppression, rescue & medical services, 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.
6. Prepares and directs the preparation of a variety of reports pertaining to finances, operations, activities and other issues for submission to City administration or other agencies.
7. Advises and assists City administration and policy makers regarding law enforcement, building, traffic, crime, fire prevention, rescue & medical services and emergency issues. Acts as spokesperson for the department, receives and answers inquiries and complaints from the public, other agencies and the media. Delivers presentations to lay and professional audiences regarding public safety problem and studies.
8. Participates in the negotiation and ongoing application of employee labor contracts.
9. Coordinates Police/Fire departmental activities with other agencies including Federal, State, County, and other local law enforcement departments and fire agencies.
10. Serves on community boards and commissions related to public safety, as appropriate. Meets with community groups to address public safety concerns.
11. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
12. 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.

- Bachelor's degree in criminal justice, public or business administration or a related field. Master's degree is preferred.
- Five years of progressively more responsible public safety experience, including four years as a command officer in a similar sized department.
- Michigan Commission on Law Enforcement Standards (MCOLES) and Fire Fighter I& II certifications. Michigan vehicle operator's license required.
- Medical First Responder (MFR) License within 1 year of accepting the position.

- Knowledge of State and Federal laws and local ordinances governing limitations on police and Fire authority.
- Substantial knowledge of the principles, practices and techniques of modern police science to establish and maintain effective law enforcement operations.
- 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, assigns, and supervises the work of department staff.
- 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 communicate effectively and present ideas orally and in writing, and make public presentations.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with employees, City officials, law enforcement colleagues, fire prevention colleagues, community leaders, the media, and the public.
- Ability to prepare and maintain a wide variety of records and reports according to accepted standards.
- Ability to work effectively under stress and in emergency and confrontational situations.
- Ability to respond to emergencies and attend meetings at any hour.

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 is regularly required to communicate with others in person, via radio and on the telephone. The employee is frequently required to review and produce written and electronic documents and drawings. The employee must regularly lift and/or move items of light weight and may occasionally lift and/or move items of moderate weight. The employee is frequently required to travel to other locations within and outside of the City. The employee is frequently required to attend meetings and make public presentations.

While performing the duties of this job, the employee regularly works in an office setting and occasionally works in dangerous law enforcement or fire emergency settings. The employee may occasionally be exposed to outside weather conditions, extreme heat, high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, explosives, vibration, and other dangerous situations. The noise level in the work environment can range from quiet to very loud.

This description is intended to provide a summary of the type and level of work performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required of a person so classified.