

Job Description

PUBLIC SAFETY MANAGER

(Non-classified)

JOB CODE 62680

Effective Date:	01/07N
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DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to direct, oversee, and coordinate the efforts of the Phoenix Police Department, security matters and operations for a variety of departments (including Aviation, Public Transit and Light Rail, and Water Services), and the City's Emergency Management Program and Emergency Operations Center. Duties include exercising leadership with department heads and advising the City Manager and Assistant City Manager in the determination of program needs, the preparation and presentation of programs for approval by the City Manager and City Council, and the coordination of the implementation of approved programs. A Public Safety Manager exercises considerable initiative and independent judgment in representing the City Manager within an assigned area of responsibility and exercises delegated representative authority over department heads and other employees in that area. The Public Safety Manager works under the general direction of the City Manager and Assistant City Manager and work is subject to evaluation on the basis of results obtained.

ESSENTIAL FUNCTIONS:

- Works with the City Manager, the Assistant City Manager and department heads in planning, organizing, coordinating and implementing programs affecting the Police Department and/or citywide or departmental security matters;
 - Briefs the City Manager on issues of concern in the departments and functions in assigned area of responsibility to assure proper action;
 - Meets and corresponds with various citizen, professional, business and other groups to answer questions and secure their help in carrying out various programs;
 - Reviews results of major studies and coordinates the preparation of reports and recommendations;
 - Attends Council meetings and makes reports concerning activities for which responsible as requested by the City Manager;
 - Confers with officials of city, county, state and federal agencies regarding plans and priorities for existing and planned programs;
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- Plans and directs the implementation of citywide short- and long-term goals, objectives, and strategies relating to security matters and operations;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles, practices, and procedures of modern police and security administration, principles, organization, and operation.
- Municipal finance, budgeting, personnel, and labor relations.
- Principles and practices of public administration and municipal government.
- Public administrative research methods, techniques, and report presentation.
- Municipal operations.
- Principles underlying the laws and regulations of the municipality.

Ability to:

- Maintain discipline and respect of sworn and civilian multidisciplinary staff in law enforcement, crime prevention, and security operation activities.
- Establish and maintain cooperative working relationships with City officials, employees, other law enforcement agencies, boards, commissions, and the general public.
- Produce written documents in English with clearly organized thoughts using proper sentence construction, grammar, and punctuation.
- Communicate with individuals and groups in a face-to-face one-to-one setting or by telephone.
- Understand community and social conditions to determine needs.
- Maintain moral integrity.
- Work safely without presenting a direct threat to self or others.
- Perform a broad range of supervisory responsibilities over others.
- Learn the City programs and problems and resources available to resolve municipal problems.
- Communicate orally in the English language with customers, clients, and the public in face-to-face, one-on-one settings, in group settings, and using a telephone.
- Organize and coordinate the efforts of several City departments and functions with other governmental or private agencies to accomplish program goals or objectives.
- Analyze a variety of administrative, operational, fiscal and social problems and make sound recommendations for solutions.
- Develop working procedures and programs.

Additional Requirements:

- **Possession of AZ P.O.S.T. certification.**
- This position requires the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Appointment may be subject to appropriate polygraph and background standards.
- Performs other marginal functions as assigned.

ACCEPTABLE EXPERIENCE AND TRAINING:

Ten years of experience in municipal management, including at least five years in modern police or security administration, and a master's degree in public or business administration, police science, or a related field. Other combinations of experience and education which meet the minimum requirements may be substituted.