

CITY OF AVON
CLASSIFICATION SPECIFICATION
 An Equal Opportunity Employer

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|------------------------------|---------------------------|--------------------------------|--------------|
| Classification Title: | Director of Public Safety | Civil Service Status: | Unclassified |
| Department: | Administration | FLSA Status: | Non-Covered |
| Immediate Supervisor: | Mayor | Bargaining Unit Status: | Excluded |
| Employment Status: | Full -Time | Positions Supervised: | 4 |

JOB RESPONSIBILITIES:

Performs other related duties as required

Under administrative direction of the Mayor, plans and directs the operation of the City's Department of Public Safety, including the management and oversight of the Divisions of Police, Fire, and Building Inspection, as well as the Division of Health if established by City Council.

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed. An example of an acceptable qualification for this position:

Associate's degree in public administration, emergency management, Police or Fire Science, or a related field and four (4) or more years of progressively responsible managerial experience preferred; or completion of secondary education and six (6) years of progressively responsible managerial experience in a comparable position; proficiency in Microsoft Office, particularly Excel, Outlook, and Word; or a combination of training, education, and experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess a valid State of Ohio driver's license and remain insurable under the City's vehicle insurance plan.

ILLUSTRATIVE DUTIES (The duties listed below are intended to depict tasks performed by this classification)

1. Plans for, directs, and oversees the activities of the Divisions of Police, Fire, Building Inspection, and, if established by Council, the Division of Health; coordinates the activities of the various divisions of the Department of Safety; promulgates/reviews departmental rules and regulations, and ensures the enforcement of safety, health, and sanitary regulations prescribed by City ordinances or rules or the laws of the State of Ohio.
2. Directly and indirectly manages personnel within the Divisions of Police, Fire, and Building Inspection to ensure that work performance and the provision of services comply with City and organizational standards. Assists with the selection, training, and development of administrative personnel.

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3. Supervises Traffic Signal/Electrical Manager and oversees City's traffic signalization.
4. Receives and responds to constituent concerns or complaints and investigates or assigns another to investigate and resolve such matters; addresses public safety complaints/concerns of the Mayor or Council.
5. Attends City Council meetings to express concerns, provide information, and recommend measures for adoption; represents department during official public meetings; appears before private and public groups or organizations to promote or discuss work of the department.
6. Prepares and/or oversees the preparation of the annual budget request for the Department of Public Safety; oversees preparation of annual budget requests for the Divisions of Police, Fire, and Building Inspection; monitors expenditures to ensure expenses remain within appropriations; prepares records, reports, and other documentation.
7. Performs all acts, functions and duties required of the position under the Avon Codified Ordinances.
8. Performs a variety of administrative tasks related to oversight of departments; e.g., prepares/oversees preparation of manpower and time reports; assists in developing work plans; prepares and submits reports or requisitions regarding facility, material, and equipment needs, etc.

KNOWLEDGE, SKILLS, AND ABILITIES necessary to perform duties (* indicates developed after employment)

Knowledge of: City/Department goals and objectives;*City/Department policies and procedures;* government structure and process; public safety, health, and sanitation laws and/or regulations; City policies and procedures;* state and local criminal and traffic laws and ordinances,* management practices;* public safety administration practices and principles;* disaster management; geographic layout of jurisdiction;* hardware and software utilized by the City;* manpower planning; employee training and development; public relations; budgeting, community resources and services.

Skill in: Use of modern office equipment; typing, data entry; adding machine or calculator operation; computer operation; use of computer software; motor vehicle operation.

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Ability to: interpret extensive variety of technical material in books, journals, and manuals; read development plans; deal with many variables and determine specific action; understand, interpret, and apply laws, rules, or regulations to specific situations; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; determine material and equipment needs; calculate fractions, decimals, and percentages; compile and prepare reports; prepare maps, charts, graphs, or plans; handle sensitive inquiries from and contacts with officials and general public; conduct effective interviews; understand a variety of written and/or verbal communications; prepare accurate documentation; travel to and gain access to work sites, prepare and deliver speeches and presentations; communicate effectively; develop and maintain effective working relationships.

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POSITION DESCRIPTION

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|------------------------------|---------------------------|---------------------------|--|
| Classification Title: | Director of Public Safety | Name of Incumbent: | |
| Position Title: | Safety Director | | |

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|-------------------------|----------------|--------------------------------|--------------|
| Office/Division: | Administration | Employment Status: | Full Time |
| Reports To: | Mayor | Civil Service Status: | Unclassified |
| FLSA Status: | Non-Covered | Bargaining Unit Status: | Excluded |

QUALIFICATIONS (An Example of Acceptable Qualifications):

Associate's degree in public administration, emergency management, Police or Fire Science, or a related field and four (4) or more years of progressively responsible managerial experience preferred; or completion of secondary education and six (6) years of progressively responsible managerial experience in a comparable position; proficiency in Microsoft Office, particularly Excel, Outlook, and Word; or a combination of training, education, and experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess a valid State of Ohio driver's license and remain insurable under the City's vehicle insurance plan.

MINIMUM ACCEPTABLE CHARACTERISTICS (*Indicates Developed After Employment)

Knowledge of: City/Department goals and objectives;*City/Department policies and procedures;* government structure and process; public safety, health, and sanitation laws and/or regulations; City policies and procedures;* management practices;* public safety administration practices and principles;* disaster management; geographic layout of jurisdiction;* state and local criminal and traffic laws and ordinances,* hardware and software utilized by the City;* manpower planning; employee training and development; public relations; budgeting, community resources and services.

Skill in: Use of modern office equipment; typing, data entry; adding machine or calculator operation; computer operation; use of computer software; motor vehicle operation.

Ability to: interpret extensive variety of technical material in books, journals, and manuals; read development plans; deal with many variables and determine specific action; understand, interpret, and apply laws, rules, or regulations to specific situations; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; determine material and equipment needs; calculate fractions, decimals, and percentages; exercise independent judgment and discretion; compile and prepare reports; prepare maps, charts, graphs, or plans; handle sensitive inquiries from and contacts with officials and general public; conduct effective interviews; understand a variety of written and/or verbal

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communications; prepare accurate documentation; prepare and deliver speeches and presentations; communicate effectively; develop and maintain effective working relationships.

ESSENTIAL FUNCTIONS OF THE POSITION (For purposes of 42 USC 12101)

1. Plans, directs, coordinates and oversees the activities of the Divisions of Police, Fire, Building Inspection, and if established by Council, the Division of Health; develops or assists with development of organizational policies and procedures; coordinates implementation of City and departmental policies and procedures; ensures that work performance and the provision of services comply with City and organizational standards.
2. Ensures the enforcement of safety, health, and sanitary regulations prescribed by City ordinances or rules or the laws of the State of Ohio.
3. Reviews departmental (Divisions: Building, Fire, Police) rules and regulations to ensure compliance with City ordinances/ rules and applicable laws of the State of Ohio.
4. Supervises Traffic Signal/Electrical Manager and oversees City's traffic signalization.
5. Communicates with Mayor, other elected officials and Department Heads; compiles data, conducts analyses, and oversees strategic planning for development of short and long-range goals and objectives to facilitate efficient and cost effective delivery of services to citizens.
6. Assists with the selection, training, and development of administrative personnel.
7. Manages, directly and indirectly, the activities of department and division personnel.
8. Performs a variety of administrative tasks related to oversight of divisions; prepares or oversees preparation of manpower and time reports; assists in developing work plans; oversees preparation and submission of reports on facilities, materials, and equipment needed or utilized for assigned projects; requisitions and inspects or oversees inspection of materials, equipment and supplies; etc.
9. Performs all acts, functions and duties required of the position under the Avon Codified Ordinances.
10. Attends City Council meetings to provide information, express concerns, and recommend measures for adoption; represents the City and departments/divisions during official public meetings (e.g., Planning Commission, Civil Service Commission, etc.).

Date Adopted:

Developed by:

{10/1/2019 PDAVNCI 00239283.DOCX }

Date Revised: _____

Clemans Nelson & Associates, Inc.

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Classification Title: Director of Public Safety **Name of Incumbent:**

11. Appears before private and public groups or organizations to promote or discuss City services and departmental/divisional services; represents Mayor as assigned.
12. Participates in activities related to collective bargaining and contract administration.
13. Receives and responds to constituent concerns or complaints and investigates or assigns another to investigate, and resolve such matters; advises Mayor of concerns and resolutions
14. Addresses public safety complaints of the Mayor or members of Council.
15. Prepares/oversees the preparation of the annual budget request for the Department of Public Safety; oversees the preparation of the annual budget requests for the Divisions of Police, Fire and Building Inspection.
16. Monitors expenditures to ensure expenses remain within appropriations; communicates with Department/Division Heads regarding planning, budgeting, and accountability.
17. Researches and procures/assists with procurement of grants to support or supplement safety services, programs, and activities; administers or oversees administration and monitoring of grants.
18. Monitors and oversees mutual aid agreements.
19. Coordinates emergency preparedness between Police and Fire Departments (e.g., Emergency Response, Disaster Planning, etc.).
20. Meets with City Engineer and Service Director to coordinate traffic engineering and signalization.
21. Coordinates and oversees community safety programs and activities (e.g., Safety Fair, Safety Town, etc.).
22. Prepares records, reports, and other documentation.
24. Demonstrates regular and predictable attendance.

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

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OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as assigned.

EQUIPMENT OPERATED (The Following Are Examples Only and Are Not Intended To Be All Inclusive)

Automobile, radio, cell phone, and modern business office equipment such as computer, copy machine, fax machine, and telephone.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee works with and around chemicals found in an office environment (toner, correction fluid, etc.). The employee may occasionally experience hostility from the general public. The employee is exposed to traffic; may occasionally be exposed to other hazardous or physically demanding working conditions experienced by safety forces personnel.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (*employee*) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Date Adopted:

Developed by:

{10/1/2019 PDAVNCI 00239283.DOCX }

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