

City of Nevada
Position Description

Department: Public Safety

Position Title: Public Safety Director and Chief of Police

Reports To: City Administrator

Pay Grade:

FLSA: Exempt

Date:

Purpose of Position

Under administrative direction of the Mayor, plans, coordinates, directs and organizes the public safety functions set forth by local, State and federal authorities. Supervises all police, fire, emergency medical service, emergency management, and public information, and full-time, part-time and seasonal employees. Performs supervisory duties including interviewing and recommending hiring, training, assigning work, disciplining, evaluating, and recommending discharge. Works closely with the City Administrator and all departments to fulfill department functions. Performs other duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assumes full management responsibility for all Public Safety Department services and activities; manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
- Plans, organizes and directs the activities of the Public Safety Department, providing general law enforcement, criminal investigation, fire suppression and prevention, rescue services and emergency medical services, disaster responses, nuisance abatement, and code enforcement.
- Develops long-term plans to improve departmental operations. Evaluates pending legislation and statutes, and responds to changing regulations and technology regarding law enforcement, fire prevention and suppression through review of technical materials and professional education.
- Develops annual department budgets for operations and equipment. Assists with developing long-range capital budgets for various public safety programs. Monitors departmental budgets throughout the fiscal year and oversees the purchase and maintenance of equipment, vehicles, and supplies. Provides preliminary approval to payment of departmental invoices in accordance with established policy and procedures.
- Coordinates with the planning and zoning department including the enforcement of zoning regulations, nuisance ordinances and code enforcement.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Plans, directs, and coordinates, through subordinate-level staff, the Public Safety Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Provides staff assistance to the City Administrator and City Council; prepares and presents staff reports and other necessary correspondence; attends City Council and other meetings as required.

- Represents the Public Safety Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints; explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Participates on a variety of boards, commissions, and committees; serves as the City's representatives to committees and community organizations concerned with improvements in law enforcement and fire services, public education, and departmental public relations.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of law enforcement, crime prevention, fire suppression, fire prevention, and related support services; incorporates new developments as appropriate.
- Responds to and may command police and/or fire emergencies or community disasters.
- Performs related duties as required.
- Reviews and directs all purchases, repairs, and updates.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Keeps the City Administrator informed of Departmental operations and developments that he/she will need to know to effectively coordinate the management of the City.
- Performs other duties and assumes other responsibilities as apparent or assigned.

Minimum Education or Experience Required

Six to ten years related experience and/or training, or a master's degree from a four-year college or university and one to five years of experience; or bachelor's degree from a four-year college or university and two to five years related experience and/or training; or equivalent combination of education and experience. Degree or major coursework in political science, criminal justice, police science, fire science, behavioral science, business or public administration, or a related field. Six years of law enforcement experience and three years of supervisory experience.

Preferred Education or Experience Required

Ten years or more related experience and or training or a master's degree from a four-year college or university and one to five years of experience; or bachelor's degree from a four-year college or university and two to five years related experience and/or training; or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

- Certification from the Iowa Law Enforcement Academy within the first year, MMPI-2.
- FEMA Incident Command Certification at IS-100, 200, 700, and 800 within the first year.
- Iowa Firefighter I Certification within first year of employment.
- Iowa or National Registry Emergency Medical Technician Basic, preferred.
- Shall establish residency within five (6) months of the date of employment by the City.
- Shall maintain firearms proficiency pursuant to ILEA guidelines and shall obtain Firearms Competence Certification.
- Shall obtain American Red Cross CPR certification.
- Shall maintain Competency with ASP Baton and Taser pursuant to ILEA guidelines.

Knowledge, Skills, Abilities

- Administers police, fire, emergency medical, code enforcement, and public information programs.
- Performs organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Law enforcement theory, principles, and practices and their application to a wide variety of services and programs including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and crime prevention.
- Principles and practices of disaster preparedness, response, and recovery.
- General Operational characteristics of police and fire apparatus, and equipment.
- General knowledge of hazardous materials mitigation management.
- Court decisions and how they affect department operations.
- Methods and techniques of public relations.
- Pertinent federal, State, and local laws, codes, and regulations.
- Principles and practices of municipal organization, administration and personnel management.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Manages and directs a comprehensive public safety program including law enforcement, crime prevention, fire suppression, fire prevention, emergency medical services, disaster preparedness, code enforcement, and associated programs, services, and operations.
- Effectively works with the City Administrator, Mayor, City Council, department supervisors, citizens and other persons on the telephone and in person; ability to work amicably as a team to accomplish individual and group assignments and goals.
- Develops and administers departmental goals, objectives, and procedures.
- Analyzes and assess programs, policies, and operational needs and make appropriate adjustments.
- Identifies and responds to sensitive community and organizational issues, concerns, and needs.
- Plans, organizes, directs, and coordinates the work of lower-level staff.
- Prepares clear and concise administrative and financial reports.
- Prepares and administers large and complex budgets.
- Meets the physical requirements necessary to safely and effectively perform the assigned duties.
- Operates modern office equipment and computers including applicable software applications.
- Effectively presents information and responds to questions from groups of managers, clients, customers, and the general public.
- Communicates clearly and concisely, both orally and in writing.
- Establishes and maintains effective working relationships with those contacted in the course of work.
- Ability to pass drug screening and background check.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Firearms, handheld baton, ASP, handcuffs, mobile radio, telephone, police vehicle and attachments, computer hardware and software, radar gun, first aid equipment, City of Nevada Code of Ordinances, Code of Iowa, Federal Register, photographic equipment, video recorder, still photo camera, video camera, body bug, dictionary, calculator, dictation equipment, and fax machine.

Supervision

Responsible for the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to sit; run; climb, balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds generally occurs, and In emergencies, may be necessary to lift, move, push, or pull up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision, and ability to adjust focus. Ability to move heavy objects or persons, give chase on foot, and restrain persons within the course of proper police procedures; work in confined areas; walk, sit or stand for long periods of time; possess the physical strength and agility to defend self and others in a hostile or combative situation.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such as moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals, and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position is exposed to very stressful situations where things may seem chaotic. This position may be exposed to blood borne pathogens or bodily fluids, communicable diseases, and dangerous situations. This position may be called out 24 hours a day to include evenings, nights, weekends and holidays. This position may have very long hours.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Department Head

City Administrator

Date

Date

Date
