



Announcement:

Public Safety Director

Position

In the City of Nevada, Iowa

**First Review of Applications:
February 24, 2023**

The Position

PURPOSE

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.





The Department

The Nevada Public Safety Department is made up of the Nevada Police Department and Nevada Fire & EMS.

The PD is made up of 11 full-time and three part-time officers. In addition to the Police Chief, we have three full-time Police Sergeants, one of whom is also our department's detective and one of whom is extensively trained in substance abuse matters. The Police Department also employs a full-time Animal Control Officer and a full-time Assistant to the Public Safety Director.

Fire & EMS is made up of around 50 volunteers and a full-time Fire Chief. Our fire department is one of the only departments in the region to be an ALS licensed emergency medical service. The department covers 137 square miles of area surrounding the City.

As a department, we strive to deliver customer-friendly services to our residents and visitors to our community. Our goals include promoting education, prevention, intervention, and enforcement programs to protect the vulnerable, to redirect at-risk individuals into healthier lifestyles, and to deter those who would victimize our community. We do this through police decision-making, which is fair, reasonable, and respectful of individual rights and human dignity.

Our department strives to increase communication with the public about our programs and services, work on traffic initiatives, have consistent internal communications, and increase our presence in the neighborhoods of our community.



Our Community

Nevada, Iowa, population 7,057, is the county seat of Story County and a vibrant community perfectly located in the heart of Iowa. Nevada is located along US Highway 30 (the Lincoln Highway), 4 miles east of I-35. Nevada has the charm of a small town, while being close to Ames, and Des Moines, Iowa's Capital. With visionary leaders, Nevada, Iowa has experienced continuous growth during the past decade. With that growth has come a diverse economic base of industrial, agricultural, educational, and commercial enterprises and a strong commitment to the future. Nevada has a growing rural hospital, with a team of over 40 providers who deliver quality healthcare and Emergency Room services, a dynamic school system offering education and extra-curricular opportunities, along with many churches, parks, service clubs, youth and senior services, and a variety of housing.

Nevada, Iowa also boasts a vibrant Main Street District, which is part of the Main Street Iowa Program and Main Street America Coordinating Program. The Main Street District, with unique shops and restaurants, went through a major construction project in 2020 and 2021, being updated with new underground infrastructure, sidewalks, streets, lighting, and landscaping.

The Nevada, Iowa community hosts several successful annual events, including Pizza Pie Looza in May, which brings in national recording artists; the Story County Fair in July; Lincoln Highway Days and the Nevada Community Rodeo in August; Downtown Trick-or-Treat in October; and Christmas On Main in December.

Leaders and residents of Nevada view their community as one that works together to ensure and protect a high quality of life. Leadership Nevada is a program that provides leadership training and opportunities to residents interested in serving or better understanding their community. The City is truly a great place to live, raise a family, work, and play.

Quality of Life

The residents of the City of Nevada enjoy living in a thriving community. Nevada offers residents a wide range of recreational and artistic facilities and activities including the Fawcett Family Aquatic Center, SCORE Pavilion, Gates Memorial Hall, Tope Auditorium, seven parks, tennis courts, baseball/softball fields and soccer fields. The community also has several in-town fishing ponds.

The SCORE Park will soon be the home of our new Nevada Field House, opening in 2023, which will have indoor sports fields and courts, a walking track, children's playground, and more.

Nevada offers The Indian Creek Greenbelt trail, playgrounds, a bowling alley, a golf course, a disc golf course and more. The Nevada Community Historical Society maintains the Dyer-Dowell Victorian House, the Evergreen Lane Estate, and the Community History Center. Story County Medical Center, two physician clinics, several chiropractors, two dental offices, two pharmacies and two eye clinics are all located in Nevada.

Education: The Nevada Community School District has a current enrollment of around 1,466 students in the high school, middle school and elementary school, all located in Nevada. Ames, 8 miles west, is home to Iowa State University. Ankeny, 20 miles south, is home to Des Moines Area Community College. Des Moines, 30 miles south, is home to Drake, Grandview and Des Moines Universities.



Essential Duties & 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.

- Reports to the City Administrator and keeps them informed of departmental operations and developments that he/she will need to know to effectively coordinate the management of the City.
- 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.
- 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.
- Responds to and may command police and/or fire emergencies or community disasters.

**SEE FULL LIST WITH ONLINE JOB POSTING:
WWW.CITYOFNEVADA.IOWA.ORG**



Knowledge, Skills, Abilities

- Administers police, fire, emergency medical, code enforcement, and public information programs.
- General Operational characteristics of police and fire apparatus, and equipment, and general knowledge of hazardous materials mitigation management.
- Methods and techniques of public relations.
- Prepares and administers department reports.
- 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.
- Identifies and responds to sensitive community and organizational issues, concerns, and needs.
- Develop a positive working relationships with other municipal, county, state, and federal law enforcement agencies as well as with other non-government organizations in order to provide resources to community members in need, such as social services, medical, physical and mental counselors, charitable groups, schools
- 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.

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Equipment & 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. Must meet vision requirements as set by the Iowa Law Enforcement Academy. 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 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.

CITY OF NEVADA, IOWA PUBLIC SAFETY DIRECTOR JOB POSTING SALARY RANGE: 91,062-121,201

Nevada, Iowa (Population 7,057/ Salary Range \$91,062-121,201)

The City of Nevada, Iowa is seeking a dynamic, visionary leader to be their next Director of Public Safety.

Minimum Education/Experience: 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/Experience: 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.

Learn how to apply and see other requirements/certificates/licensures in our online posting:
www.cityofnevadaiaowa.org

Time Table

February 17, 2023
Deadline for
Applications

February 24, 2023
1st Review of
applications

Early March, 2023
Council Interviews
Finalists

July 1, 2023
New Public Safety
Director Starts

(all tentative)

