



7/30/02

CITY OF NORMANDY PARK

JOB DESCRIPTION

TITLE: Director of Public Safety
DEPARTMENT: Police Department
REPORTS TO: City Manager
EMPLOYMENT STATUS: Regular, Full-Time, Exempt

SUMMARY

Plan, organize, direct, control and/or perform all activities of the Police Department in accordance with the statutes of the State of Washington and the City of Normandy Park Municipal Code (Normandy Park Municipal Code 2.32). Responsible for all law enforcement and crime prevention services including patrol of City streets and rural areas, traffic control, criminal investigation, evidence and property control and records. Provide law enforcement advice to other City departments. Maintain professional discipline in the department. Assure all employees are properly trained. Assure the effective and efficient utilization of department personnel, funds, equipment, facilities and time. Serve as Fire Marshall and responsible for managing contracted services.

ESSENTIAL FUNCTIONS

- Communicate effectively, both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Meet schedules and time lines
- Proofread documents
- Plan and organize work.
- Analyze situations accurately.
- Supervise, evaluate, and train personnel

SCOPE OF RESPONSIBILITY

Accountable for the efficient and effective performance of departmental employees, through delegation to the Assistant Chief of Police and/or other staff engaged in law enforcement patrol, criminal investigation, communication and administrative functions.

Accountable to the City Manager to preserve the peace and to protect life and property, to develop and manage a law enforcement organization of the highest professional standards and to assure department operations are maintained within budget limitations.

Responsible to ensure that all activities of the department are performed in accordance with RCW 35.24.160 and Normandy Park Municipal Code 2.32

Participate as a member of the City Management Team to assist in planning, organizing and implementing policies that affect the entire City.

TYPICAL DUTIES

Duties of the Director of Public Safety are specifically outlined in the RCW 35.24.160 and Normandy Park Municipal Code 2.32. While the Director may or may not personally perform each and every duty, the Director shall delegate these duties and remain responsible and accountable to assure performance in accordance with the statutes.

Additionally, the Director of Public Safety is responsible to perform such typical management duties as listed below:

- Develop, implement and control approved department budget, and long and short-range goals and objectives.
- Supervise, through delegation to the Assistant Chief of Police and/or directly, all departmental employees.
- Develop and implement contemporary operating policies and procedures in accordance with applicable law, court decisions and modern police science/law enforcement principles and techniques.
- Administer and make recommendations to the City Manager on all service contracts and capital equipment purchases, both major and minor, including types of equipment to be purchased within budgetary limitations.
- Perform duties as Fire Marshall, including investigations of causes of fires and inspections of properties to assure conformance with codes.
- Receive, evaluate and resolve complaints pertaining to departmental staff and/or operations.
- As appropriate, appear before the City Council and public groups to explain departmental goals and objectives, operations and activities. Represent the City and act on the City's behalf as directed by the City Manager.
- Maintain positive working relationships with elected officials, both county and state, department heads, the general public and other law enforcement agencies in order to assure that the functions of the Police Department are performed in a manner consistent with sound public relations techniques.
- Perform other duties and projects as assigned by the City Manager.

QUALIFICATIONS

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this job description.

- Graduation from an accredited high school with a bachelor's degree in Police Science preferred.
- Extensive knowledge and experience in modern law enforcement methods, systems and procedures. Thorough knowledge of local, State, and Federal laws and court decisions necessary to interpret and enforce applicable provisions of RCW's and Normandy Park Municipal Codes.
- Demonstrated managerial ability at a level necessary to direct the work activities of the department as described herein.
- Demonstrated ability to prepare, present, implement and control a department-level operating budget.
- Public relations ability to promote harmonious relationships as described herein.

OR

- Any combination of experience and education which demonstrates competency.

SPECIAL REQUIREMENTS

- Requires a Washington State Driver's License and a driving record free of moving violations.
- Must be bondable.
- Requires a First Aid Certificate and a CPR Certificate.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Department Manager Review: _____ Date: _____

Position Authorized: _____ Approved: _____

Position approved by the City Council: 9/13/94 Amended:

May 31, 2001