



Chief of Police/Public Safety Director

Open March 15, 2019 thru April 8, 2019
\$83,217.28 DOE

Department: Public Safety

Position Reports to: Mayor/City Administrator

Pay Grade: 27

Employment Type: Full-time

Exempt/Nonexempt: Exempt

Description: The position of Public Safety Director is a statutory, executive level position appointed by the Mayor with the approval and consent of the City Council. The Public Safety Director also serves as the Chief of Police and oversees the Fire Department. The Chief of Police works under the general direction of the City Administrator along with contact with the Mayor as required by state law.

In general, administration and control of the Springville Police Department, Fire Department, and Emergency Management Organization is vested in the Public Safety Director, who is responsible for the government, efficiency, and general good conduct of the department. The department includes the police, fire, and dispatch divisions. The Public Safety Director is also responsible for the enforcement of the laws of the State of Utah and the ordinances of the City of Springville.

Duties: The Public Safety Director shall perform the following essential functions:

1. Plans, organizes, coordinates, and directs through appropriate police personnel, all city police functions including patrol, law enforcement, investigation, police communications, community and administrative services.
2. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.
3. Works closely with the City Administrator, the City Council, Human Resources and Risk Management, other city departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve police service problems.
4. Confers with citizens and City officials on law enforcement problems and assists in the development of innovative municipal law enforcement policies.
5. Represents the city and the Police Department and works closely with citizen groups, public and private officials, and outside agencies; and serves as liaison for other law enforcement agencies to provide technical assistance, and to ensure responsive, appropriate delivery of law enforcement services.
6. Actively participates as a team member of the City's senior management group.
7. Prepares and recommends long-range plans for city police, fire and emergency management service programs; develops specific proposals for action on current and future city needs.
8. Directs the preparation and administration of the annual budget for the department which includes Police, Fire, Dispatch and Emergency Operations.
9. Coordinates the preparation of a wide variety of reports or presentations for city management or outside agencies. Department/Division Police Department Employee Association At-Will - Individual Contract Resolution
10. Directs the selection, supervision and work evaluation of department personnel; participates with Human Resources in various personnel matters, including investigating complaints, and in conducting internal investigations when appropriate, and provides corrective action as appropriate.
11. Provides for staff development and supervisory training programs.
12. Directs the development of management systems, procedures and standards for program evaluation;

monitors developments related to police service matters, evaluates their impact on city operations, and implements policy and procedure improvements.

13. Serves as a member of senior management on task forces and committees participating in the City's strategic planning efforts, and addressing citywide policy and management issues.

14. Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.

15. Directs and oversees planning and presentation of public involvement programs for neighborhoods, business, and other community groups.

16. Presents departmental issues and recommendations on major issues requiring policy direction to appropriate advisory bodies, City Council, and to the City Administrator.

17. Prepares a variety of written, statistical, and financial reports, and prepares and presents agenda items for City Council.

18. Performs a variety of other related duties as assigned.

Qualifications: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor degree from a four year college or university with major coursework in criminology, law enforcement, social science, public administration or a closely related field; Masters degree preferred.

Experience: Six (6) years of progressively responsible police management experience, including three (3) years at the rank of at least Police Lieutenant.

License and Certification: Certified Police Officer.

Possession of a valid drivers' license.

SKILLS, KNOWLEDGE AND ABILITIES

Ability to: Plan, organize, administer, coordinate and evaluate a comprehensive police, fire and dispatch services program. Select, motivate and evaluate staff and provide for their training and professional development. Develop and implement goals, objectives, policies, procedures, work standards and internal controls. Analyze complex technical and administrative problems, evaluate alternative solutions, and adopt effective courses of action. Prepare clear and concise reports, correspondence, and other written materials. Establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and city staff. Exercise sound independent judgment within general policy and administrative guidelines. Plan, communicate and provide direction, leadership and a vision for the department and operations standards. Provide excellent leadership in emergency situations. Foster strong community relations and partnerships.

Knowledge of: Principles of community policing and a willingness to work collaboratively with the community. Administrative principles and methods, including goals and objectives development, metrics development, program development and implementation, work organization and delegation, and employee supervision. Principles and practices of law enforcement, investigation, patrol, community services, and related police services. Criminal law, codes, ordinances and court interpretations including rights of citizens, apprehension, arrest, search and seizure, and rules of evidence for the State of Utah. Principles and practices of budget development and administration. Local government organizations and functions as related to public safety. Modern and complex principles and practices of law enforcement. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operations. Financial planning, management and resource allocation; cost accounting, budgetary processes and procedures for local government and federally funded programs. Pertinent Federal, State and local laws, regulations, codes, ordinances, and policies. Effective leadership, mentoring, team building, methods and problem solving techniques. Supervision, including hiring, cultural and ethnic diversity, firing, training and development, discipline, delegation and performance evaluation. Persuasive written and oral communication and presentations with individuals and before groups.

Physical Demands: Unless otherwise exempted, Police Officers are required to meet all standards set forth by the Department. This includes, but is not limited to, sitting, standing, lifting up to 50 pounds on occasion, seeing and hearing. Reasonable accommodation will be considered. The position responds to emergency situations at all times of day and in all kinds of weather.

