



City of Commerce

Public Safety Manager

Department: **Community Services**
Revised Date: **JULY 2013**

Class Code: **4015**
FLSA Status: **Exempt**

GENERAL PURPOSE: Under general supervision, plans, coordinates, and supervises the City of Commerce's Public Safety operations; administers and promotes public safety programming, crime prevention and City's, ComCat Volunteer Program; conducts research and provides recommendations regarding departmental programs and services including community outreach activities and crime prevention classes; liaises with other City departments and outside agencies; and supervises assigned personnel; and performs other related duties as assigned.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees the day-to-day activities of the City's Public Safety Division including community safety, neighborhood watch, animal control, parking enforcement, and crossing guard services.
- Participates in reviewing and updating the City's Public Safety policies and procedures; reviews and approves safety related regulations required for inclusion in the City's Enforcement Program and coordinates related response efforts with the Los Angeles Sheriff's Department.
- Develops, administers, and monitors the Public Safety, Animal Control, Crossing Guard, ComCat Volunteer Program and Neighborhood Watch Coordinator's programs and budgets; prepares and submits grant applications; administers grant funding and maintains compliance with grant reporting requirements.
- Evaluates and determines requirements for Public Safety equipment, supplies, and special materials; reviews and approves purchase requisitions; negotiates with vendors regarding equipment pricing.
- Supervises and evaluates the performance of assigned personnel; coordinates and/or delivers employee training; researches and develops training materials.
- Monitors and ensures staff compliance with departmental policies, procedures, and applicable regulatory requirements.
- Coordinates and conducts administrative, legal, and personnel studies; compiles and analyzes data; prepares reports and provides recommendations regarding Public Safety programs and services.
- Serves as a Public Safety liaison with other City departments; presents and/or explains the scope of public safety functions, guidelines, and limits of responsibility.
- Coordinates with other City departments regarding program research; communicates the impact of new programs and/or City ordinances on individual department/City operations.
- Promotes, organizes and facilitates Public Safety programs within the community; develops and maintains relationships with community organizations, citizen/senior groups, and local businesses.
- Communicates and/or meets with the public to address complaints and safety issues; monitors and ensures appropriate follow up on public concerns; designs and develops informational materials and videotapes used to educate the public regarding public safety including press releases and newspaper articles and City's Cable TV channel.
- Administers the City's Parking Citation Program; coordinates program activities with the parking administration contractor; reviews and evaluates disputed parking citations.

JOB DESCRIPTION

Public Safety Manager

- Develops parking citation reports as required by the Safety & Community Services Director and City Council; proposes ordinances for inclusion in the City's Enforcement Program.
- Serves as a Public Safety liaison with the Traffic and Community Services Commission; coordinates and conducts commission meetings upon request.
- Liaises with law enforcement personnel regarding crime prevention matters; assists in coordinating City facilities/resources used in major crime prevention and suppression activities; acts as a City liaison and assists victims in obtaining restitution for criminal acts.
- Attends and participates in various meetings pertaining to Public Safety operations and services.
- Supervises Community Services Department operations in the absence of the Safety & Community Services Director.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Criminal Justice, Police Science, or related field; AND five years supervisory experience in public safety operations. Prior law enforcement experience desirable.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.

Required Knowledge of:

- City operations, policies, and procedures.
- Public Safety operations, policies, and procedures.
- Regulations and standards governing public safety activities.
- Various types of municipal programs related to public safety.
- Processes for preparing and administering budgets.
- Grant administration principles and processes.
- Public Safety records, reports, and documentation.
- Supervisory principles, practices, and methods.

Required Skill in:

- Supervising and coordinating the City's Public Safety operations.
- Administering, coordinating, and promoting public safety programming within the community.
- Responding to public inquiries and complaints regarding various types of public safety matters.
- Coordinating Division activities with City departments and outside agencies.
- Establishing and maintaining cooperative working relationships with staff, City departments, outside agencies, community organizations, and the general public.
- Preparing grant applications and administering grant funding.
- Developing and administering budgets and monitoring expenditure.
- Supervising, leading, and delegating tasks and authority.

Physical Demands / Work Environment:

- Work is performed primarily in a standard office environment and occasionally in the field with exposure to variable weather conditions, machinery with moving parts, and hazardous chemicals.
- Subject to sitting, standing for extended periods of time, walking, bending, reaching, and lifting of objects up to 50 pounds.