

LOWER SWATARA TOWNSHIP JOB DESCRIPTION

POSITION TITLE: PUBLIC SAFETY DIRECTOR	BAND: EXECUTIVE	BBP CLASS: 1
DEPARTMENT: PUBLIC SAFETY	SUPERVISOR: MANAGER	ACCOUNTABILITY: MANAGER
NAME:	ISSUE DATE:	PAGES 3

POSITION SUMMARY:

Work is supervisory and managerial involving the coordination of administrative and operational functions for Police and Emergency Management and coordination of Volunteer Fire and coordination of contracted Emergency Medical Services. This position is responsible for setting organizational goals and objectives for the Police Department as well as coordination and oversight of the Volunteer Fire Company and contracted EMS; establishing criteria to measure and determine the effectiveness of these agencies; and making administrative and personnel recommendations to the Township Manager. This position is appointed by the Board of Commissioners and reports to the Township Manager. This is an exempt position.

ESSENTIAL FUNCTIONS OF JOB:

Ability to work with minimal supervision, delegate to subordinates, assume authority and accept responsibility.

Staffs, plans, directs, coordinates, budgets and evaluates work units of the Police

Recommends personnel actions.

Maintains fiscal and budgetary responsibility for all public safety departments.

Accountable for the daily operations of the Police Department as well as liaison of the contracted EMS and volunteer Fire Company.

Meets with Township Manager and Commissioners to discuss the needs of the Public Safety department.

Formulates Strategic Plan for Public Safety Departments for presentation to Board of Commissioners.

Acts as Director of Emergency Preparedness and Local Emergency Management Coordinator.

Formulates policy that effects the Police and consults with the contracted EMS and volunteer Fire Company on policy development and coordination

Acts as Public Information Officer regarding Public Safety Press releases.

Keeps abreast of new developments in the area of Public Safety.

Coordinates Emergency Operations Center administrative functions.

Coordinates Public Safety projects.

Accountable for Public Safety records management.

Recommends and administers budget and expenditures for Police, EMS and Emergency Management.

Engages in Public Speaking functions as requested.

Is knowledgeable in areas of police, fire, and emergency medical services operations.

Has the ability to be a credible witness in court.

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ESSENTIAL FUNCTIONS OF JOB (cont.):

Can work in an office environment and has the ability to sit or stand for extended periods of time.

OTHER FUNCTIONS:

Prepares written monthly reports of departmental activities.

Approves requisitions and purchase orders.

Can work more than the standard 8-hour workday or 40-hour work week when duties and responsibilities require said effort.

Can work evenings, nights, holidays, or weekends when duties and responsibilities require said effort.

Attends Board of Commissioner meetings.

Attends staff meetings held by the Township Manager.

Participates in Training and Professional Associations that enhance the Director's knowledge of developments in the Police, Fire, EMS and Emergency Management areas.

Plans and participates in disaster drills.

Strives to obtain competency in accordance with their evaluation measures.

Performs other related duties as assigned.

QUALIFICATIONS:

Retired or former certified police officer.

U.S. Citizen.

B.S. /B.A., preferably in a public safety field. Combination of education and experience may be considered.

10 years of experience in jobs relating to law enforcement.

5 years of supervisory experience.

Proven record of project management.

Possesses a valid Pennsylvania Motor Vehicle Operator's License.

Ability to maintain a working relationship with persons from all levels of the organization.

Ability to communicate effectively in English both verbally and in writing with persons from all levels of employment and economic standing.

Ability to operate a personal computer and other common office equipment possessing alphabetic and numeric keypads at a basic level of proficiency.

Ability to establish and maintain effective working relationships with elected and appointed officials, subordinates, superiors, volunteers, other governmental agencies, and the general public.

Ability to communicate effectively verbally, in writing, and in various electronic media in the English language with proficiency.

QUALIFICATIONS continued:

Offer of employment is contingent upon the successful completion of a satisfactory: physical examination (Full-time personnel only); drug test and background investigation result (full/part-time and temporary personnel).

END



I have read the foregoing job description and certify that I can perform all aspects of the job and meet qualifications as required by Lower Swatara Township.

Employee

Date

Supervisor

Date

PUBLIC SAFETY DIRECTOR

NATURE OF WORK

The Public Safety Director is a professional position with responsibility for the protection of the lives and property in Lower Swatara Township. This position is responsible for the supervision of all police and emergency preparedness functions and liaison between the fire services and emergency medical services with the Board of Commissioners. The Director reports to the Township Manager.

The Public Safety Director is responsible for the efficient operation of the Police Department through management of sworn police officers and civilian personnel; management of equipment and supplies; and preparation and management of the annual operating budgets. The Director, subject to approval by the Township Manager and the Board of Commissioners, establishes policies, procedures, rules and regulations for the administration and operations of the departments.

The Public Safety Director, with and as directed by the Board of Commissioners and Township Manager, establishes and maintains goals and objectives for the Police Department. Such goals and objectives shall relate to day to day police operations, crime prevention, community policing, basic and advanced life support, motor vehicle and pedestrian traffic, the training of personnel, records management, and other areas related to municipal police and emergency medical services.

The Public Safety Director is responsible for the assignment, supervision, evaluation, and discipline of all Police and Emergency Medical Services employees. The Director makes recommendations to the Township Manager and Board of Commissioners on all appointments to positions within the departments and on all significant personnel actions.

The Public Safety Director is responsible for developing and implementing procedures for emergency operations and shall serve as the Emergency Operations Coordinator. Such procedures will be approved by the Township Manager and published in writing, and practiced on a schedule determined by the Manager and Public Safety Director. The Public Safety Director shall acquire and maintain equipment and supplies necessary for efficient emergency preparedness and the emergency operations center.

The Public Safety Director shall act as a liaison for the volunteer fire company in Lower Swatara Township. The Director performs various administrative duties with respect to fire services, including municipal budget preparation, maintenance of the Fire Equipment Capital Plan, and fire services risk management, and aids in the development of policies and procedures.

EMPLOYMENT STATUS

The Public Safety Director serves in an at-will employment status and is classified as an exempt managerial employee in accordance with the federal Fair Labor Standards Act. This is a regular, full-time position. The Director is a civilian employee, not subject to the Police Tenure Act.

EMPLOYEES SUPERVISED

The Public Safety Director directly supervises the Police Sergeants, the Emergency Medical Services Captain with Derry Township, and an Administrative Assistant. The Public Safety Director oversees a department having full time civilian and sworn employees. The Public Safety Director

also oversees the activities of the volunteer Fire Chiefs.

ESSENTIAL JOB FUNCTIONS

Perform the Essential Job Functions that are attached to and part of this job description.

Detect, analyze, and prepare solutions to problems relating to public safety and public administration.

EXAMPLES OF WORK

Provide for the maintenance of all police records and pertinent public safety records, and prepare reports from such records.

Serve as staff liaison to the Board of Commissioners through the Township Manager.

Maintain compliance with federal, state, and local laws and regulations pertaining to public safety services, including emergency operations.

Formulate and maintain policies and procedures, with the assistance of subordinate officers and approval of the Township Manager, governing the operations of the department.

Manage and coordinate the operation of different units and services within the Police Department (i.e., Patrol, Traffic Safety, Criminal Investigation, and Support Services).

Supervise the expenditure of departmental appropriations and prepare an annual operating budget and capital expenditure budget.

Prepare specifications for the procurement of equipment and supplies according to the Township's Procurement Procedures.

Assist in the administration and operation of volunteer fire companies.

DESIRED KNOWLEDGE

Knowledge of modern police operations, tactics, procedures, communications, records management, and related functions.

Knowledge of law enforcement policies, procedures, rules, regulations, and Township ordinances affecting department operations.

Knowledge of the principles, practices, and techniques of public and personnel administration.

Knowledge of federal and state requirements for law enforcement agency crime reports.

Knowledge of fire, emergency medical and emergency preparedness operations, including both administrative and technical aspects.

Knowledge of modern office procedures and practices, including data processing and computer operations.

Knowledge of geographic locations within Lower Swatara Township.

MINIMUM QUALIFICATIONS

A Bachelor's Degree in an area related to public safety or public administration and a minimum of ten years of progressively responsible experience in law enforcement required for this position, including five years supervisory experience. Other combinations of education, on-the-job training, and experience will be considered in lieu of that required. Some training in fire, emergency medical, and emergency preparedness operations is desirable.

Possession of a valid PA Driver's License is required.